



## How to apply for an Early Intervention Service Coordinator or Early Intervention Service Coordinator Supervisor – Initial Credential

Create a profile in the Ohio Professional Registry: <https://registry.occra.org/user/register>

- ✓ Professional Development Requirement
  - **Training completion date on or before August 2, 2020** – training certificates/MyLearning transcript accepted for review. Upload to the Prof. Development section of your profile for review
  - **Training completion date on or after August 3, 2020** – training completion must be verified automatically via MyLearning. Make sure your first name, last name, and email address are **exactly the same** in your OPR Account and MyLearning account for training completion verification. If they are not verified, after following those directions and waiting 24 hours, contact DODD ITS Call Center [ITSCallCenter@dodd.ohio.gov](mailto:ITSCallCenter@dodd.ohio.gov) for **course completion verification**.
  
- ✓ Education Requirement
  - Upload official transcript with confer date to the Education tab of your OPR profile
  
- ✓ In your Ohio Professional Registry profile – access the application via the Applications tab
  - You have the option to choose one of the following:
    - Early Intervention Service Coordinator 1-Year
    - Early Intervention Service Coordinator 5-Year
    - Early Intervention Service Coordination Supervisor-1-Year
    - Early Intervention Service Coordination Supervisor-5-Year
  
- ✓ In the Application
  - Complete all fields in the Application Information section
  
  - In the Training Information section, select the correctly corresponding training in each drop down. Trainings need to be displayed in the Prof. Development section for them to show up in the drop down.
  
  - In the Attachments section upload if applicable
    - i. Employment letter from EISC agency or DODD provided employment verification form stating applicant is employed by or under contract with an Early Intervention service coordination agency.
    - ii. Non-agency approved major requires at least two years of verified full-time (or equivalent part-time) supervised, paid experience as referenced in rule 5123-10-04.
    - iii. Training waiver(s) from DODD – not training completion certificates.
    - iv. EISC 5 year – Upload the Required Skills and Competencies Checklist.
  
- ✓ Click on Submit Application

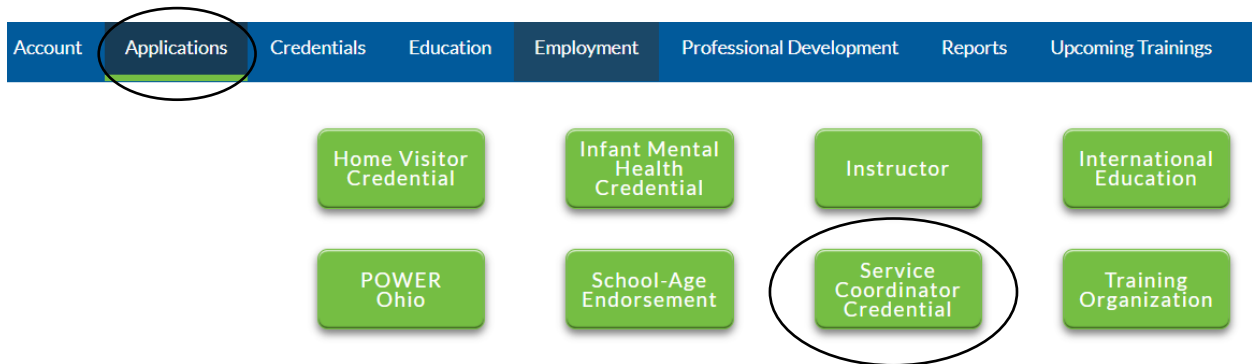
For information about the application’s verification status, refer to the Status in the Applications tab for information. [\\*The application chart WILL NOT display when using Internet Explorer, Edge, or Safari. You must sign in using Google Chrome or Mozilla Firefox.](#)

The following Status may display (hover over the “i” for guidance notes):

- Draft – application was started, but not yet submitted for review
- Submitted – application is submitted and waiting for review
- Unable to verify – credential cannot be issued
- Approved – credential has been issued or renewed
- Add'l Info – applicant needs to take additional action to fulfill the requirements of the credential.

### How to locate the initial application

In your Ohio Professional Registry Profile, first click on Applications, then the Service Coordinator Credential green box.



After clicking on the green Service Coordinator Credential green box, select which credential you are applying for:



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**Service Coordinator Credential**

The Early Intervention Service Coordinator/Coordination Supervisor 5-year credentials are intended for those currently credentialed as an EISC 1y/EISC Supervisor 1y, and those who are not currently credentialed.

Those who currently have a Service Coordinator I, II, or III, or Supervisor of Service Coordinator credential (issued before July 1, 2019) will renew their current credential to the Early Intervention Service Coordinator/Supervisor 5-year Transition credential by going to your Application Dashboard and accessing the renewal application from your current credential.

[Early Intervention Service Coordinator Application - 1 Year](#)  
[Early Intervention Service Coordinator Application - 5 Years](#)  
[Early Intervention Service Coordination Supervisor Application - 1 Year](#)  
[Early Intervention Service Coordination Supervisor Application - 5 Years](#)

All of your applications can be found in your Application Dashboard below. The status of each application is displayed, and approved applications are renewed from the Action column in your dashboard. View OCCRRRA resources page for additional information on this credential. <https://occrra.org/our-resources-page/>