How to renew to an EISC Transition 5-year credential

If you have a Service Coordinator I, II, or III, or a Supervisor of Service Coordinators credential, follow these steps to renew to the **EISC Transition 5-year** application:

1. Sign-in to your Ohio Registry Profile with a desktop or laptop computer, using Chrome or Firefox browsers. **Other browsers will not display the application**.

2. Required Trainings:

    a. 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

    b. 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 for *course completion verification*

3. Click on the Applications section of your profile, **scroll down**, and then **click Action of your currently issued credential you wish to renew into the 5-year Transition**

4. Click Renew

5. In the application, 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.

6. Submit the application

*Training requirements for **5-year Transition**: https://ohioearlyintervention.org/storage/ocali-ims-sites/ocali-ims-oei/documents/5123-10-04SCCredentialsTABLE_7.1.19.pdf

Notes
- If you have a Supervisor 5-year Transition credential, you do not need to renew an expiring Service Coordinator credential. Per Ohio DODD, the Supervisor 5-year Transition credential allows you to provide services to families.

- Make sure you have completed *Individualized Family Service Plan Overview* to meet the requirement. *IFSP It's All About the Process* does not count toward the credential requirement.

- The Renew link which will take you to the Transition application is accessible as soon as 90 days before the date of expiration.

| Account | Applications | Credentials | Education | Employment | Professional Development | Reports | Upcoming Trainings |

Home Visitor Credential

Infant Mental Health Credential

Instructor

International Education

POWER Ohio

School-Age Endorsement

Service Coordinator Credential

Training Organization

Application Dashboard

Application Name	Type	Submitted Date	Approved Date	Expiration Date	Status	Action
International Education - High School or Equivalent	Initial	2020/04/01 2:31:44 PM	2020/04/01		Approved	Action ▾
Early Intervention Service Coordinator I	Initial	2018/10/17 12:40:48 PM	2018/09/10	2020/12/31	Approved	Action ▾
Supervisor of Early Childhood Home Visitors	Initial				Unable To Verify	

View
Renew