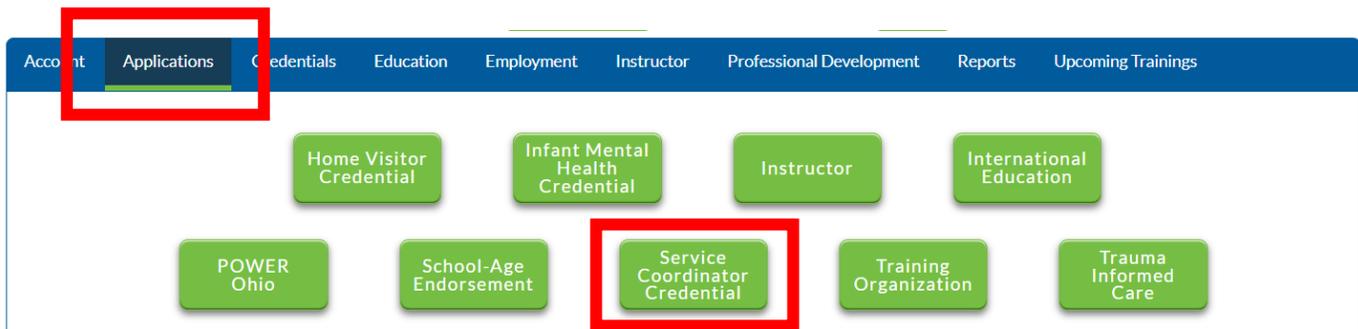


## EISC and EISC Sup – Initial Credential

1. Log in to your Ohio Professional Registry (OPR) profile or create one by using this [Create Profile User Guide](#).
2. Navigate to the Applications tab of your OPR profile and select the Service Coordinator Credential button



3. Select which application type you are applying for.
4. Complete the fields within in application.
5. Personal Information and Education Information is pre-populated from your OPR profile. If applicable, upload an official transcript with confer date to the Education tab of your OPR profile for credential eligibility review.
  - a. Note: 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.
6. In the Training Information section, select the correctly corresponding training in each drop down. Trainings need to be verified in the Professional Development tab for them to show up in the drop down.
  - 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](mailto:ITSCallCenter@dodd.ohio.gov) for **course completion verification**.
7. In the Attachments section upload if applicable:
  - a. 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.
  - b. Training waiver(s) from DODD – not training completion certificates.
  - c. EISC 5 year – Upload the Required Skills and Competencies Checklist.
8. Click on Submit Application



## Application Status:

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.