# Home Visitor or Supervisor of Home Visitor- Initial Credential

1. Log in to your Ohio Professional Registry (OPR) profile or create one by using this Create Profile User Guide.
2. Download and print the Ohio Department of Health Credentialing Checklist http://www.helpmegrow.ohio.gov/en/Professionals/Professional-Development
3. In your registry profile (PRIOR TO OPENING THE APPLICATION) - upload required trainings and tools to the Professional Development tab
4. In your registry profile (PRIOR TO OPENING THE APPLICATION) - upload required education to the Education tab. Official transcripts with visible registrar's signature are required to verify a college degree.
5. Navigate to the Applications tab of your OPR profile and select the Home Visitor Credential button
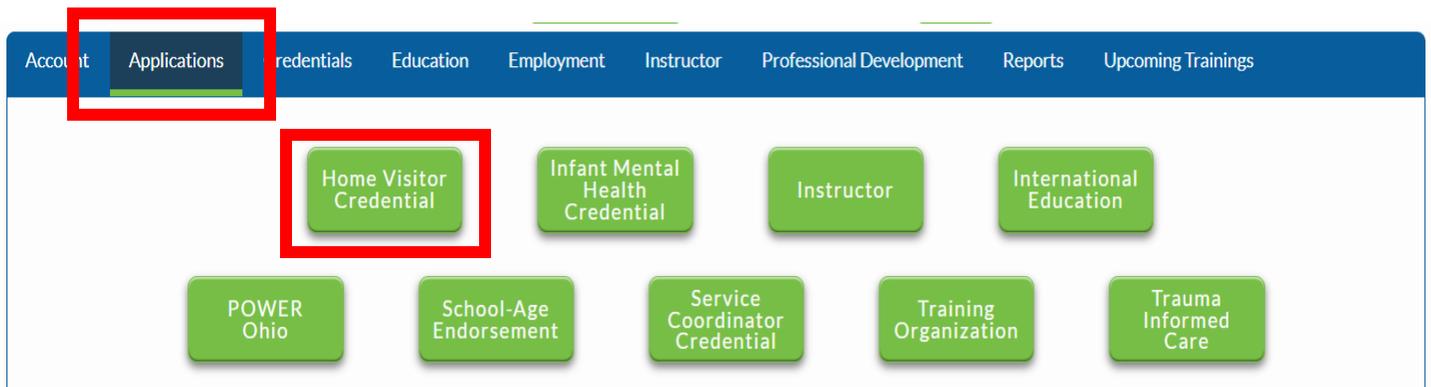
6. Select which application type you are applying for.
7. Complete the fields within in application including supervisor name and OPIN.
8. In the Training Information section, select the correctly corresponding training in each drop down. Trainings need to be verified in the Professional Development tab for them to show up in the drop down. *Please note: Training certificates uploaded as attachments to the application cannot be verified or used towards credential requirements.

Please Note: *HFA Home Visitors and Home Visiting Supervisors* applying for a Full Credential, **please click here** for important changes to the TLC training requirement effective December 31, 2020. It is important to pay particular attention to the revised verification process to assure timely review and approval of your application.

9. Supervisors will have an Employment Information section and must select experience to fulfill the employment requirement. Select which employment records fulfill this requirement by clicking Select for the appropriate employer.

10. Upload the Credential Checklist which has been signed and dated by your supervisor to the application in the Attachments section. Upload any education waivers or training waivers provided by ODH to you to the Attachment section.

11. 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.