

Family Connects Ohio Home Visiting Credential Guide

Family Connects Home Visitors must apply for a credential through the [Ohio Child Care Resource and Referral Association's](#) (OCCRRA) Ohio Professional Registry (OPR). The professional must complete a profile in the OPR and complete required trainings before submitting the application for a Family Connects Credential.

Complete the following steps to obtain your credential. Instructions for completing each step, including screen shots of the OPR and links to user guides, are included in the remainder of the document.

Step 1: Create and complete your profile in the OPR

Step 2: Register for required trainings

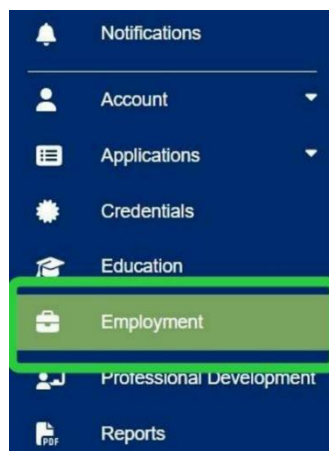
Step 3: Apply for the Credential

Step 4: Print your Credential

Step 1. Complete a Profile in the OPR

[Create a profile](#) in the OPR. Once profile is created, log back into your [OPR account](#) and add Employment, Education and Nursing License.

1. Select **Employment** from the panel on the left.



2. Click on the “Add Employment” button in the top right corner of the screen.



3. Select Credentialed or Child Servicing Professionals.

Add Employment

1
Choose Employer Type

Click on the box that best describes your employment or employer.

<p>Child Care Professionals Examples include employment at one of the following types:</p> <ul style="list-style-type: none">Ohio Department of Job and Family Services (ODJFS) licensed center, Type A Home, or Type B Home.Ohio Department of Education (ODE) licensed programYouth DevelopmentClosed child care programOut of state early childhood employmentAfter school program	<p>Credentialed or Child Servicing Professionals Examples include employment at one of the following types:</p> <ul style="list-style-type: none">Child and Youth Services (Ohio Children's Alliance)Early Intervention Service Coordinator and Supervisor CredentialFoster Care AgencyHome Visitor and Home Visitor Supervisor CredentialOhioRISE - Care Management Entities (CMEs)OhioRISE - Aetna/CVS EmployeeQualified Residential Treatment Program (QRTP)
<p>Workforce Support Staff Examples include employment at one of the following types:</p> <ul style="list-style-type: none">Child Care Resource & Referral AgenciesEarly Childhood Mental Health ConsultantOhio Association of Community Health Centers (Federally Qualified Health Centers)State Agency Staff (ODE, ODODD, ODH, ODJFS, ODHMAS, ODM)	<p>Other Options Examples include employment at one of the following types:</p> <ul style="list-style-type: none">Current StudentHigher EducationInstructor and Program Technical AssistanceOtherNot Currently Employed

EXIT

4. Select Ohio Department of Health - Home Visitor Provider.



Add Employment

1
Choose Employer Type

Which provider are you with?

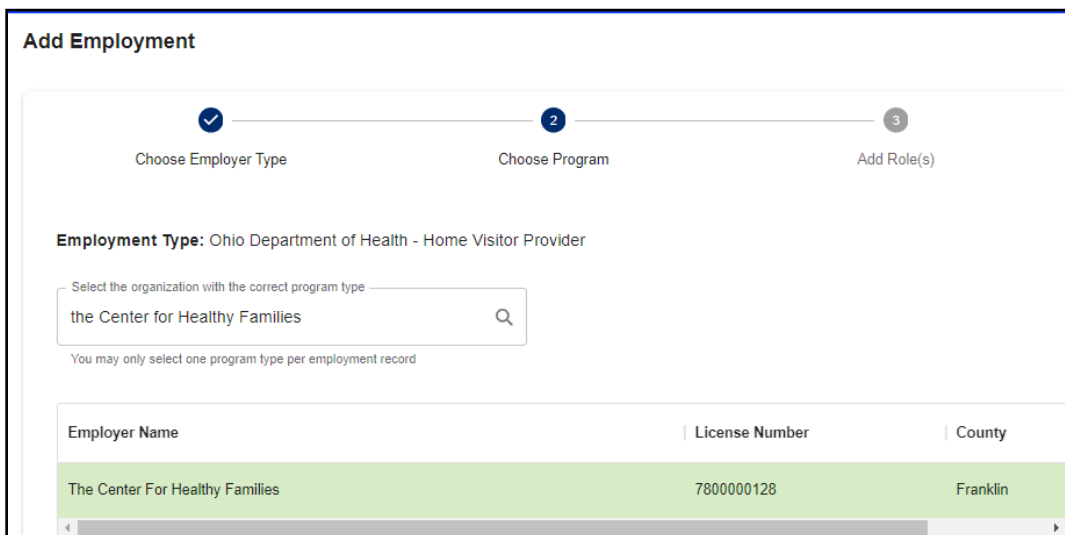
Child and Youth Services (Ohio Children's Alliance)
Examples:
• Child and Youth Services Worker

Foster Care
Examples:
• Foster Care Licensing Agency Designee

Ohio Department of Developmental Disabilities
Examples:
• Early Intervention Service Coordinator and Supervisor

Ohio Department of Health - Home Visitor Provider
Examples:
• Contract Manager
• Home Visitor
• Home Visitor Supervisor
• Program Manager

5. Type in your agency's name and then select the agency. If your agency is not listed, please contact Homevisiting@childrenandyouth.ohio.gov.



Add Employment

✓ — 2 — 3
Choose Employer Type Choose Program Add Role(s)

Employment Type: Ohio Department of Health - Home Visitor Provider

Select the organization with the correct program type

the Center for Healthy Families

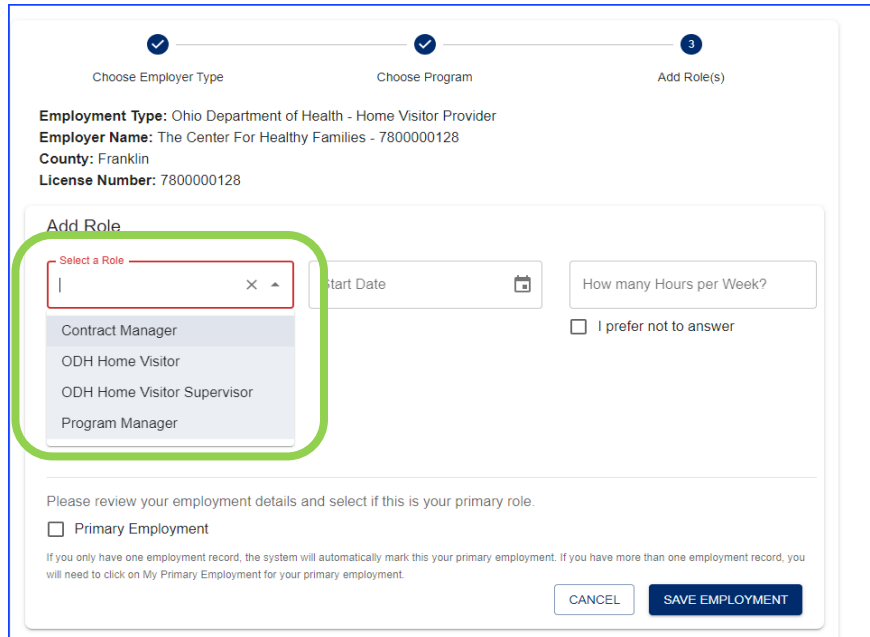
You may only select one program type per employment record

Employer Name	License Number	County
The Center For Healthy Families	780000128	Franklin

6. Click on “Add Role”.



7. Click in the box “Select a Role” and choose ODH Home Visitor or Supervisor. Complete each field as applicable, select Primary Employment, then Save Employment.



Choose Employer Type ✓ Choose Program ✓ Add Role(s) 3

Employment Type: Ohio Department of Health - Home Visitor Provider
Employer Name: The Center For Healthy Families - 7800000128
County: Franklin
License Number: 7800000128

Add Role

Select a Role

- Contract Manager
- ODH Home Visitor
- ODH Home Visitor Supervisor
- Program Manager

Start Date

How many Hours per Week?

I prefer not to answer

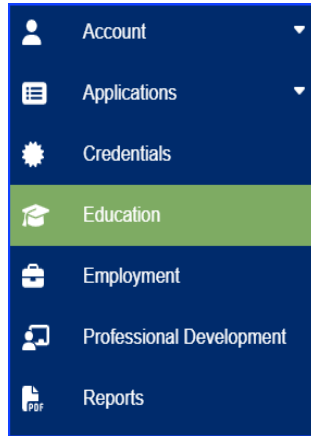
Please review your employment details and select if this is your primary role.

Primary Employment

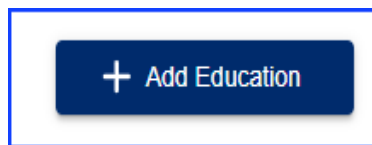
If you only have one employment record, the system will automatically mark this your primary employment. If you have more than one employment record, you will need to click on My Primary Employment for your primary employment.

CANCEL SAVE EMPLOYMENT

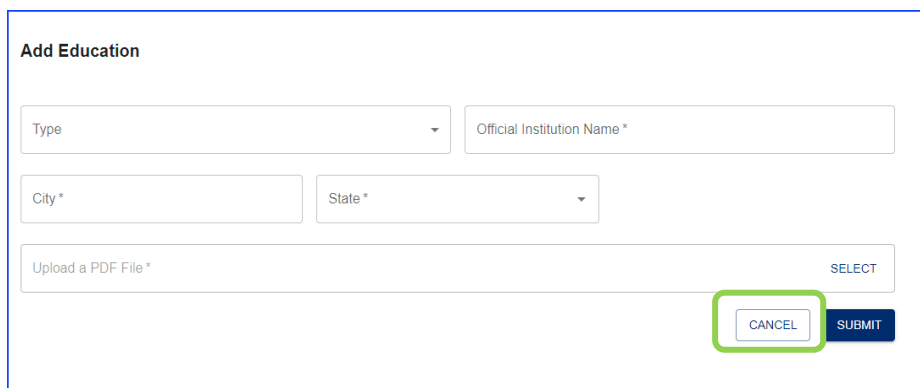
8. Navigate to the profile page. Select **Education** from the panel on the left.



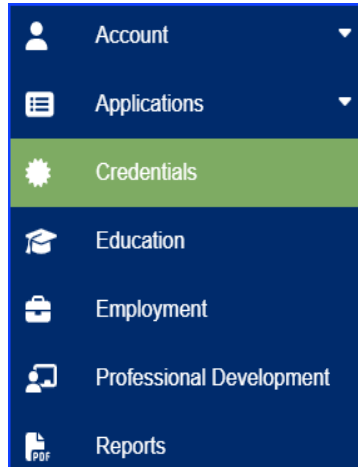
9. In the top right corner, select “Add Education”.



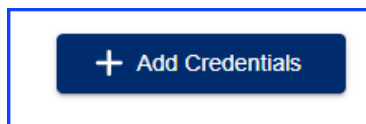
10. Complete all sections and upload official transcripts via the “Select” button on the right. Click “Submit”. Official transcripts must include graduation date and registrar signature.

A form titled "Add Education" with the following fields: "Type" (dropdown), "Official Institution Name *" (text input), "City *" (text input), "State *" (dropdown), and "Upload a PDF File *" (file upload area). At the bottom right, there are two buttons: "CANCEL" (white with grey border) and "SUBMIT" (dark blue with white text). The "CANCEL" button is highlighted with a green border.

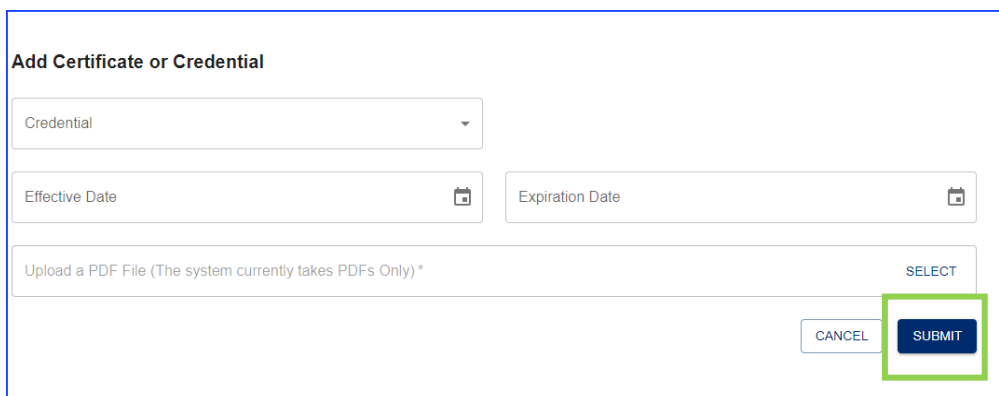
11. Navigate to the profile page. Select **Credentials** from the panel on the left. This is where you will document and upload a current valid copy of your **Nursing License**.



12. In the top right corner, select “Add Credentials”.



13. Complete the sections and upload official license via the “SELECT” button. Click “Submit”.



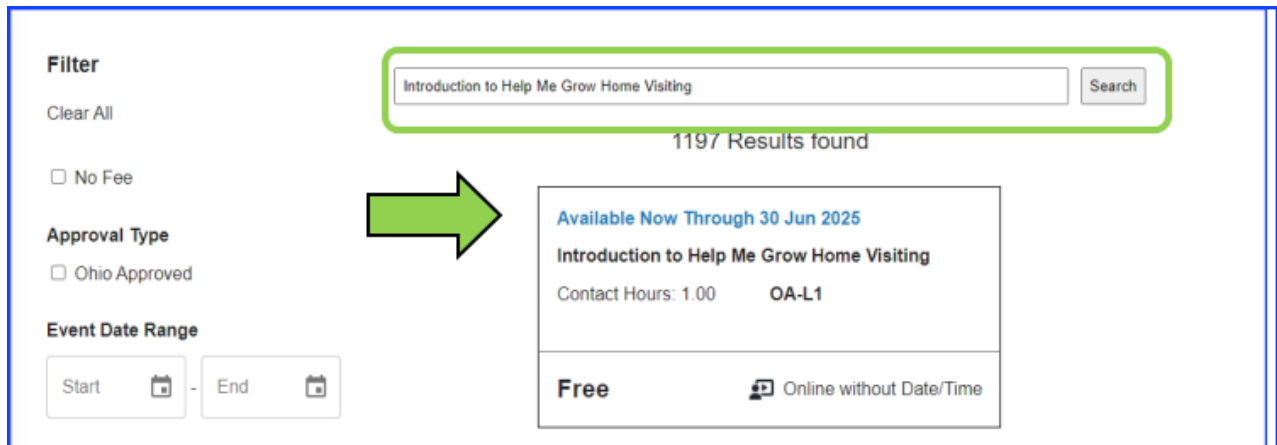
A form titled "Add Certificate or Credential" with the following fields: a dropdown menu labeled "Credential", two date pickers labeled "Effective Date" and "Expiration Date", and a file upload area labeled "Upload a PDF File (The system currently takes PDFs Only)*". At the bottom right, there are two buttons: "CANCEL" and "SUBMIT". The "SUBMIT" button is highlighted with a green border.

Step 2. Register and Complete Required Trainings

Family Connects Home Visitors and Supervisors must register and complete the two credential training requirements **Every Baby. Every Sleep. Every Baby Safe Sleep (ST # 10116660)** and **Introduction to Help Me Grow Home Visiting (ST # 10120359)**, through the OPR.

Note: Family Connects Supervisors must also complete the **Reflective Supervision** training available on the Institute for the Advancement of Family Support Professionals. To access the three modules, go to <https://institutefsp.org/>. Click on “All Modules” and enter “Reflective Supervision” in the search box. Once complete, upload the completion certificate to your Family Connects International application.

1. Return to your [OPR profile page](#). Select “Training Search” found in the panel on the left at the bottom of the page.
2. In the search box, type in the full name of the training or the assigned ST Number. Click “Search”.



Filter



Clear All

No Fee

Approval Type

Ohio Approved

Event Date Range

Start  - End 


Introduction to Help Me Grow Home Visiting

1197 Results found

Available Now Through 30 Jun 2025

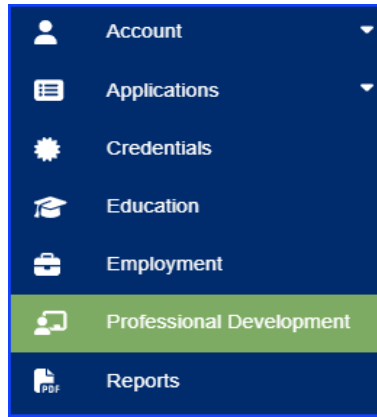
Introduction to Help Me Grow Home Visiting

Contact Hours: 1.00 OA-L1

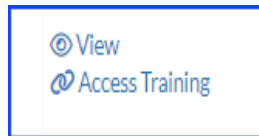
Free  Online without Date/Time

3. Select the listed training.
4. Select “Add to Cart”.
5. Select “View Cart” and complete the registration process by selecting “Checkout”.

6. After successful registration, the courses will be listed under the Professional Development tab of your profile. Navigate to the Professional Development tab of your profile and select it.



7. Find the training in the list and on the right of it, select the “Access Training” button. You will be directed to the online training.



8. Upon successful completion of the training, your credit will be automatically added to your profile. The course will list in the Professional Development tab with a status of “Verified”.

Step 3: Apply for the Credential

The Home Visitor Credential tab will be grayed out and inaccessible until the following items are in place:

- Current employment and employment role have been added;
- The nursing license has been uploaded and verified; and
- The education transcripts have been uploaded and verified.

The OPR Verification team must review and verify your education and license documents. The application will display the status of “Yes” once your documents have been verified and “Complete” once you have completed the two required trainings.

Family Connects International Home Visitor Supervisor Full Application
 Last Updated: 2024-12-12 11:27:35

Current Status: Submitted Submitted Date: 2024-12-12 16:27:35 Name: Tester Ann Tester OPIN: 1144-1380

Required Education

Name	Institution Name	Major	Verified
Bachelor's Degree	Test University	Nursing	Yes

Required Credentials

Name	Awarded	Expires	Verified
Nursing	2023-01-01	2025-01-01	Yes

Required Employment

Name	Employer	Start Date	End Date
ODH Home Visitor	-	-	-

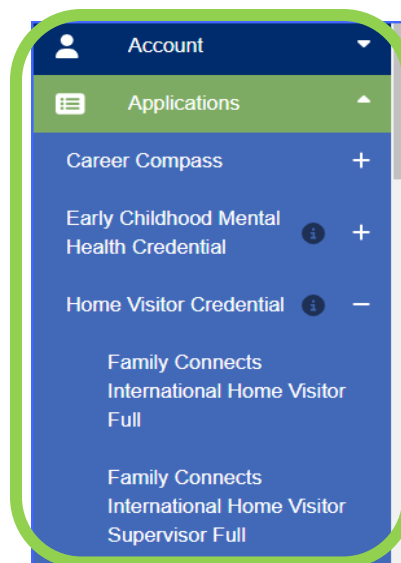
Trainings must be completed before the application can be submitted. If your trainings are listed as "incomplete" this indicates that you have not yet completed or received credit from the training agency. Visit the Training Search to register and then complete the training.

Required Professional Development

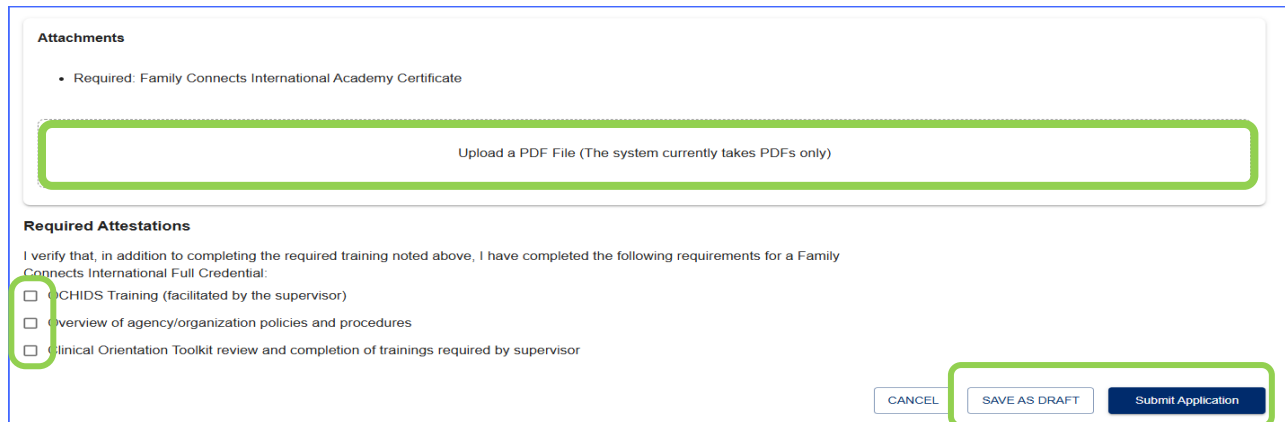
Professional Development	Status
Every Baby, Every Sleep, Every Baby Safe Sleep	Complete
Introduction to Help Me Grow Home Visiting	Complete

You can submit the Home Visiting Credential Application once requirements are in place.

1. Sign into your [OPR profile](#).
2. Select the **Applications** tab from the panel on the left.
3. Click on the “Home Visitor Credential”.
4. Select “Family Connects International Home Visitor Full” or “Supervisor Full”.



5. In the **Attachments** section of the application, upload your Family Connects International Academy training completion certificate from their training site (click inside the box to upload).
6. Click on each box to check the attestation to confirm the completion of the additional requirements.
7. Select “Save as Draft” to access later or “Submit Application”.



Attachments

- Required: Family Connects International Academy Certificate

Upload a PDF File (The system currently takes PDFs only)

Required Attestations

I verify that, in addition to completing the required training noted above, I have completed the following requirements for a Family Connects International Full Credential:

- CHIDS Training (facilitated by the supervisor)
- Overview of agency/organization policies and procedures
- Clinical Orientation Toolkit review and completion of trainings required by supervisor

CANCEL SAVE AS DRAFT Submit Application

Troubleshooting Tips

- If you are unable to open Family Connects Home Visitor Credential Application (the link is “grayed-out”), this indicates one of the following:
 - you have not added employment to your OPR profile;
 - you have not uploaded your education transcripts and/or nursing license;
 - the review team has not yet completed the review of your documents; or
 - the documents could not be verified.

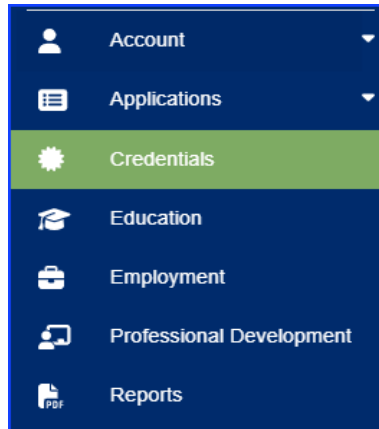
You will not be able to submit the application until these are verified. Review your OPR profile to add your employer, or to view the status of your education and license.

- If your required Professional Development has a status of “Not Complete” this indicates that the training has not been completed. Check the Professional Development tab of your profile to ensure that you have registered for the trainings.
- Click on the Notifications tab of your profile for important messages from the OPR team regarding the status of your application.
- Contact support@ocrra.org for assistance with your profile and application status.

Step 4. Print Family Connects Home Visiting Credential

The Family Connects Home Visiting Credential will be available in the Credentials tab of your OPR Profile once the application is approved.

1. Log into the [OPR](#). Select the **Credentials** tab from the panel on the left.



2. Select the Credential tab to view your list. Select “Print Certificate”.

Credential	Points	Effective Date	Expiration Dat ↓	Submitted Date	Status	Actions
Nursing	0.00	2024/12/05	2027/12/04	2024/12/05	Verified 12/05/2024	Download
Family Connects International Home Visitor Full	2.00	2024/12/20	2026/12/19		Verified 12/20/2024	Print Certificate