
Early Intervention Developmental Specialist Certification

Guidance for Developmental Specialists holding certification issued by DODD prior to March 3, 2025

As of March 3, 2025, the Early Intervention Developmental Specialist (DS) certification process has transitioned from the Ohio Department of Developmental Disabilities (DODD) to the Ohio Child Care Resource and Referral Association's (OCCRRA) Ohio Professional Registry (OPR).

Professionals who previously obtained their certification through DODD Provider Certification must utilize the OPR to apply for DS certification at least 30 days prior to the expiration date of their current certification. To prepare for the transition, professionals must:

- Complete a profile in the OPR.
- Link their 8-digit Ohio Professional Identification Number (OPIN) to their MyLearning account.
- Apply or renew their DS certification through the OPR 30 to 90 days before expiration.

This document outlines the steps to prepare for this transition and secure continued DS certification through the OPR platform.

Section 1: Completing a Profile in the OPR

Section 2: Linking MyLearning Account to OPR Profile

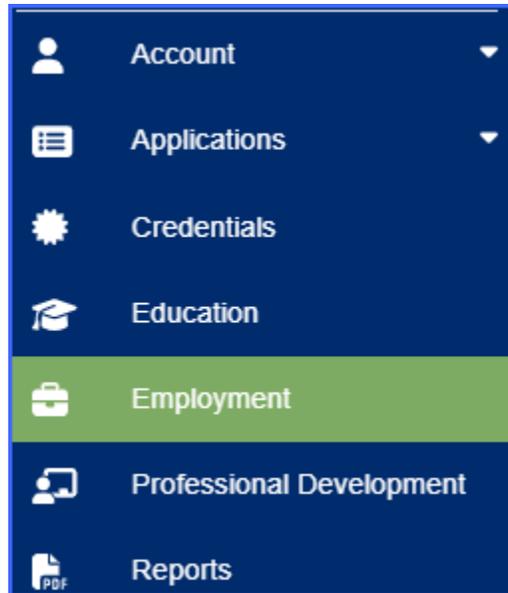
Section 3: Renewing or Applying for the Certification

Section 4: Troubleshooting Tips

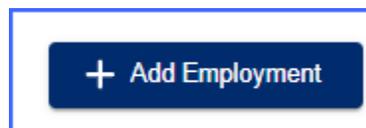
Section 1: Completing a Profile in the OPR

Create a profile in the OPR ([OPR Profile User Guide](#)). An 8-digit Ohio Professional Identification Number (OPIN) will be generated. **Keep this number for your records.** Once the profile is created, log back in to your OPR account and add Employment, Education, and License/Credential.

1. First, add your employment. 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 program • Youth Development • Closed child care program • Out of state early childhood employment • After 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 Credential or Developmental Specialist • Foster Care Agency • Home Visitor and Home Visitor Supervisor Credential • Qualified 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 Agencies • Early Childhood Mental Health Consultant • Ohio 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 Student • Higher Education • Instructor and Program Technical Assistance • Other • Not Currently Employed

[EXIT](#)

4. Select “Ohio Department of Developmental Disabilities”.

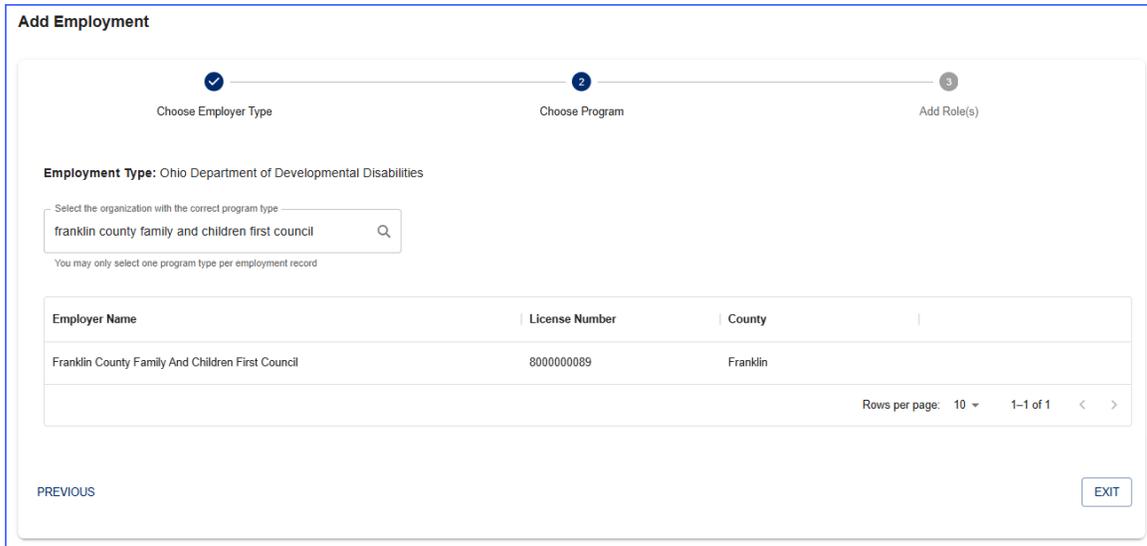
Add Employment

1
Choose Employer Type

Which provider are you with?

<p>Child and Youth Services (Ohio Children’s Alliance) Examples:</p> <ul style="list-style-type: none"> • Child and Youth Services Worker 	<p>Foster Care Examples:</p> <ul style="list-style-type: none"> • Foster Care Licensing Agency Designee
<p>Ohio Department of Developmental Disabilities Examples:</p> <ul style="list-style-type: none"> • Early Intervention Service Coordinator and Supervisor or Developmental Specialist 	<p>Ohio Department of Health - Home Visitor Provider Examples:</p> <ul style="list-style-type: none"> • Contract Manager • Home Visitor • Home Visitor Supervisor • Program Manager

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



Add Employment

1 Choose Employer Type 2 Choose Program 3 Add Role(s)

Employment Type: Ohio Department of Developmental Disabilities

Select the organization with the correct program type

franklin county family and children first council

You may only select one program type per employment record

Employer Name	License Number	County
Franklin County Family And Children First Council	8000000089	Franklin

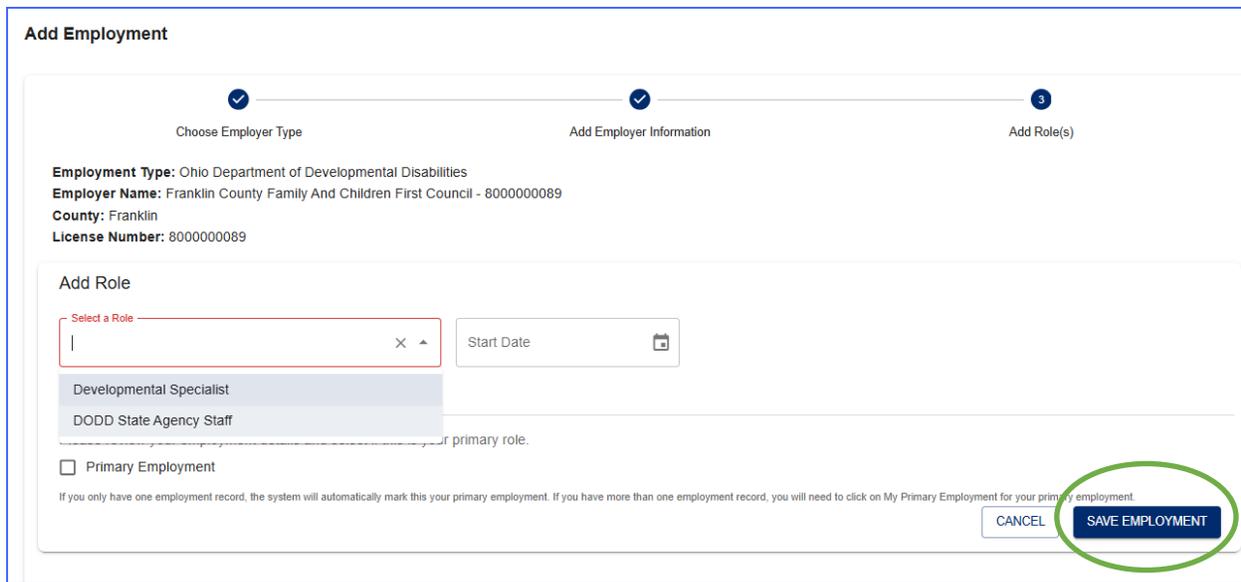
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PREVIOUS EXIT

- Click "Add Role".



- Click in the box "Select a Role" and choose "Developmental Specialist". Enter start date and then click "Save Employment".



Add Employment

1 Choose Employer Type 2 Add Employer Information 3 Add Role(s)

Employment Type: Ohio Department of Developmental Disabilities
Employer Name: Franklin County Family And Children First Council - 8000000089
County: Franklin
License Number: 8000000089

Add Role

Select a Role

Developmental Specialist

DODD State Agency Staff

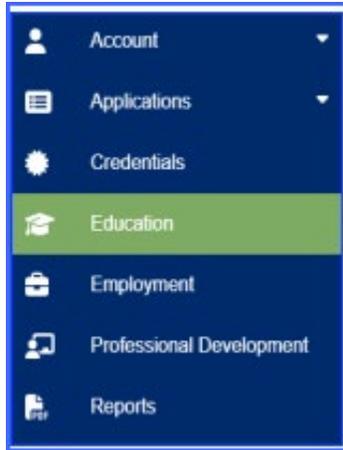
Start Date

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. Next, official transcripts must be uploaded for verification. 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”. **Note:** Official transcripts must include graduation date and registrar signature.

Add Education

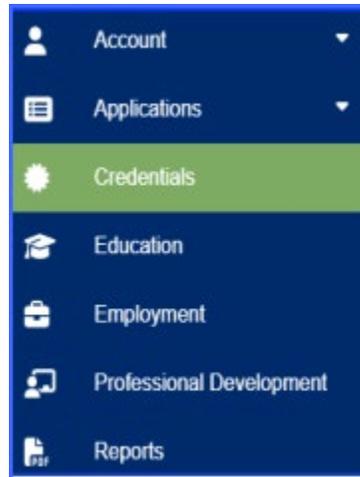
Type Official Institution Name *

City * State *

Upload a PDF File * SELECT

CANCEL SUBMIT

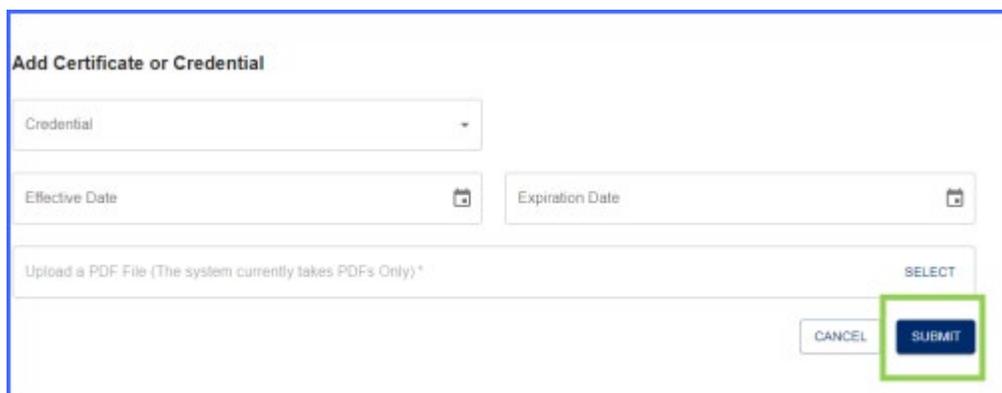
11. Navigate to the profile page. Select Credentials from the panel on the left. This is where you will document and upload a current copy of your current DS certificate and/or other applicable licenses.



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



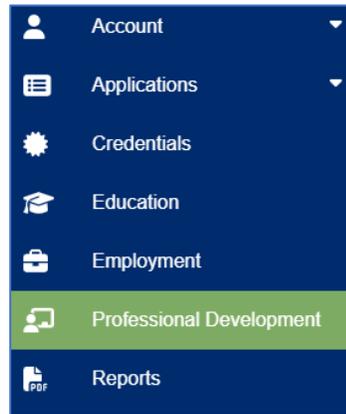
13. Complete the sections and upload official license/certificate via the “SELECT” button. Click “Submit”.

A form titled 'Add Certificate or Credential'. It contains a dropdown menu for 'Credential', two date pickers for 'Effective Date' and 'Expiration Date', and a text input field for '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 box.

The OPR team will review your uploaded documents within 30 business days.

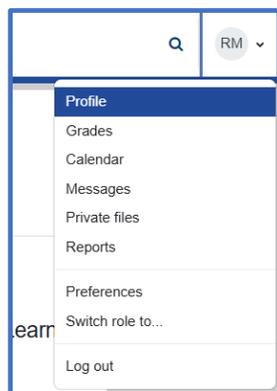
Section 2: Linking MyLearning Training to OPR

Early Intervention Developmental Specialists must program their OPIN found in their OPR profile into their DODD MyLearning account. Once a professional has added their OPIN to their DODD MyLearning account, credits associated with successful completions of DODD MyLearning courses will be automatically added to the OPR profile. The courses will list in the Professional Development tab with a status of “Verified”. Do not manually upload certificates for DODD MyLearning courses into the professional development section of the OPR, as this may cause delays in processing time.

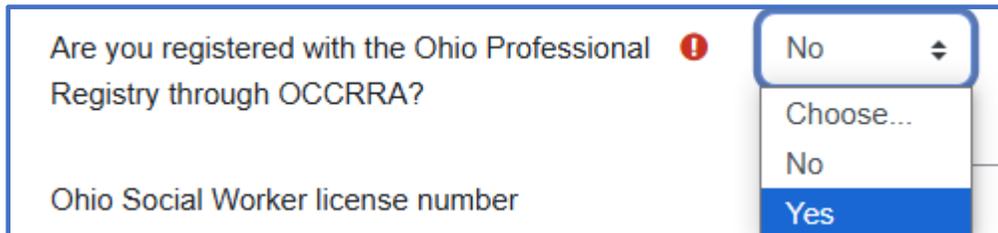


Note: DODD MyLearning courses will not retroactively transfer to the OPR after the OPIN is programmed into the user’s account. DS professionals will have the opportunity to upload a copy of their DODD MyLearning transcript within the attachment section of the DS application as proof of the completed DODD MyLearning coursework.

1. Log into your [MyLearning](#) account.
2. Click the drop-down arrow beside your name in the upper right corner of the page and select “Profile”.



3. In the top right corner of the “User details” section, select “Edit profile”.
4. Go to the question, “Are you registered with the Ohio Professional Registry through OCCRA?” Change the answer to “Yes”.



Are you registered with the Ohio Professional Registry through OCCRA? !

Ohio Social Worker license number

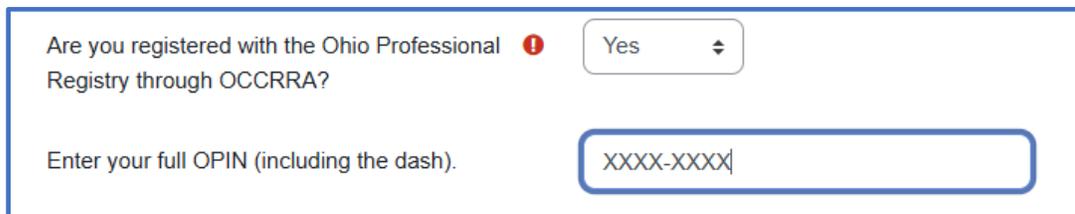
No ⌵

Choose...

No

Yes

5. Enter your 8-digit OPIN, including the dash.



Are you registered with the Ohio Professional Registry through OCCRA? !

Yes ⌵

Enter your full OPIN (including the dash).

XXXX-XXXX|

Section 3: Renewing or Applying for the Certification

Professionals must have a profile in the OPR and complete the required training courses before submitting or renewing a Developmental Specialist (DS) certification application. Certification applications are available for DS 1-Year Initial, DS 1-Year Renewal, DS 5-Year Initial, DS 5-Year First Renewal, and DS 5-Year Subsequent Renewal.

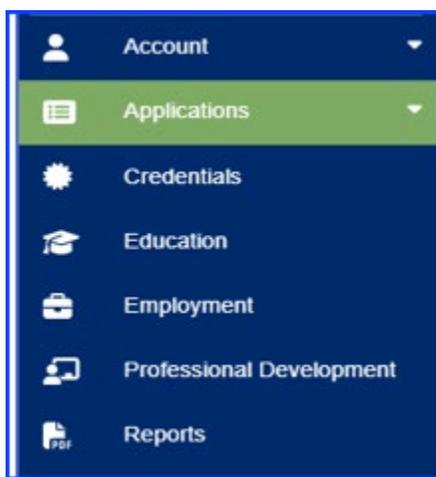
The OPR Verification team must review and verify your education and license/certification documents. You will receive a notification in your profile after the documents have been reviewed. Before submitting for a 1-Year Renewal, 5-Year Initial, and 5-Year Renewal, check to see that your profile has the following:

- Developmental Specialist employment
- Verified education transcripts
- Verified DS certification in the “Credentials” tab

Reminder: Any required DODD MyLearning professional development taken before your OPIN has been connected in MyLearning will not appear as “Verified” in the professional development tab. Professionals will need to upload their DODD MyLearning transcript in the attachment section of the application.

Directions for Applying for an Initial 5-Year Certificate

1. Sign in to your [OPR profile](#).
2. Select the Applications tab from the panel on the left.
3. Click on “Early Intervention Developmental Specialist”.
4. Select the Early Intervention Developmental Specialist application for which you intend to apply.



5. The application will display your Education, Credentials, Employment, and Trainings.
6. In the Attachments section of the application, upload the required documents. Requirements vary depending on the type of EIDS application.

Note: If the required trainings are marked as “Incomplete”, you must upload the DODD MyLearning transcript showing you completed the required courses.

Attachments

Documentation for Early Intervention Development Specialist 1 Year Application (Initial)

Please complete and submit the following documents along with your application:

1. **Completed DS Attestation Letter** [click here](#) to access the DS Attestation Letter.
2. **Employment letter:** Upload a letter verifying your two years of employment experience working with children birth through age 5 with disabilities. *This is only required for applicants who do not have a related bachelor's or graduate degree and do not have a valid license in a related field.*

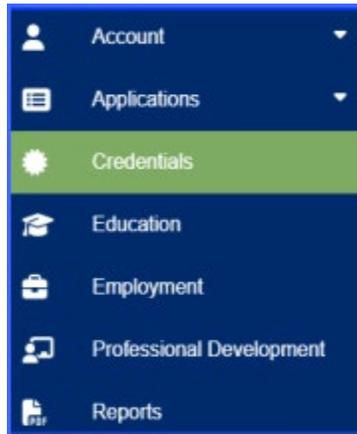
Upload a PDF File (The system currently takes PDFs only)

CANCEL SAVE AS DRAFT Submit Application

7. Select “Save as Draft” to access later. If ready to submit the application, select “Submit Application” for review.

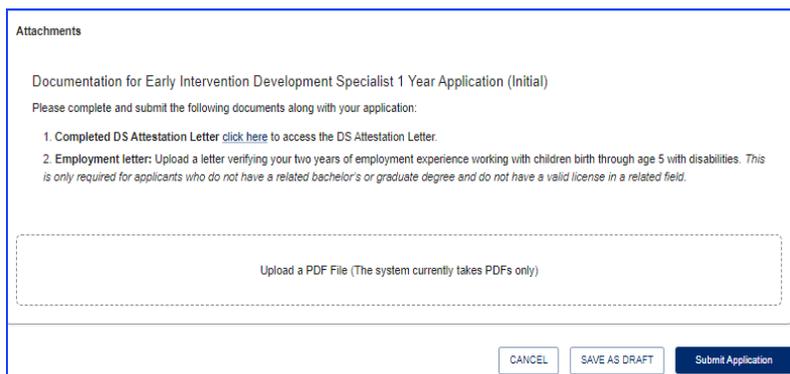
Directions on How to Renew a 1-Year or 5-Year Certification

1. Sign in to your [OPR profile](#).
2. Select Credentials from the Panel on the left.



3. Beside your existing certification, there will be a “Renew” button. Click this button to proceed to your renewal application. The option to renew will not be available until 90 days prior to the expiration date of your current certification.
4. The renewal page will display your Education, Credentials, Employment, and Trainings.
5. In the Attachments section of the renewal application, upload the required documents. Requirements vary requirements vary depending on the type of renewal application.

Note: If the required trainings are marked as “Incomplete”, you must upload the DODD MyLearning transcript showing you completed the required courses.

A screenshot of a web form titled "Attachments". The text reads: "Documentation for Early Intervention Development Specialist 1 Year Application (Initial). Please complete and submit the following documents along with your application: 1. Completed DS Attestation Letter [click here](#) to access the DS Attestation Letter. 2. Employment letter: Upload a letter verifying your two years of employment experience working with children birth through age 5 with disabilities. This is only required for applicants who do not have a related bachelor's or graduate degree and do not have a valid license in a related field." Below the text is a dashed-line box containing the text "Upload a PDF File (The system currently takes PDFs only)". At the bottom right of the form are three buttons: "CANCEL", "SAVE AS DRAFT", and "Submit Application".

6. Select “Save as Draft” to access later. If ready to submit the application, select “Submit Application” for review.

Section 4: Troubleshooting Tips

- If you are unable to open the Early Intervention Developmental Specialist certification application (the link is “grayed-out”), check to see that you have added DS employment to your OPR profile and that your education transcript has been verified.
- If the application opens, but you cannot submit:
 - Check to see if your Education Transcripts have been uploaded and verified.
 - Check the Notifications tab of your OPR profile for important messages from the OPR Verification team regarding the status of your application and/or application materials.
 - Contact support@ocrra.org for assistance with your profile and application status.