Early Intervention Developmental Specialist Certification
Guidance for new Developmental Specialists

The Early Intervention Developmental Specialist (DS) certification process has transitioned from Ohio Department of Developmental Disabilities (DODD) to the Ohio Child Care Resource and Referral Association's (OCCRRA) Ohio Professional Registry (OPR). This document provides guidance for professionals who did **not** hold a DS certification issued by DODD prior to March 3, 2025.

Professionals seeking to become a DS must apply for DS certification through the OPR. The professional must complete a profile in the OPR and complete the required training courses before submitting the application for Developmental Specialist. 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.

Please see Ohio Revised Code 5180-10-05 and the Help Me Grow Early Intervention Development Specialist webpage for additional information on DS certification.

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

Steps to Obtain a DS Certification

>   **Step 1**: Create and complete your profile in the OPR.
>
>   **Step 2**: Complete the required trainings.
>
>   **Step 3**: Apply for the certification.
>
>   **Step 4**: Print your certification.
>
>   **Appendix:** Renewing a DS Certification

Step 1: Complete 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 (if applicable).

1. First, add your employment. Select "Employment" from the panel on the left.
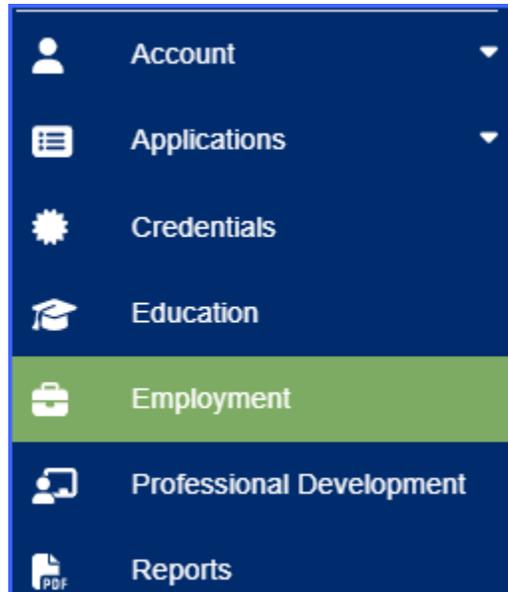
2. Click on the "Add Employment" button in the top right corner of the screen.
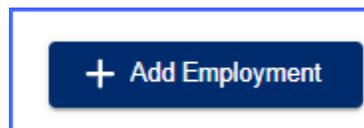
3. Select "Credentialed or Child Servicing Professionals".

Add Employment

①
Choose Employer Type

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

Child Care Professionals
Examples include employment at one of the following types:

* 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

Credentialed or Child Servicing Professionals
Examples include employment at one of the following types:

* 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)

Workforce Support Staff
Examples include employment at one of the following types:

* 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)

Other Options
Examples include employment at one of the following types:

* Current Student
* Higher Education
* Instructor and Program Technical Assistance
* Other
* Not Currently Employed

EXIT

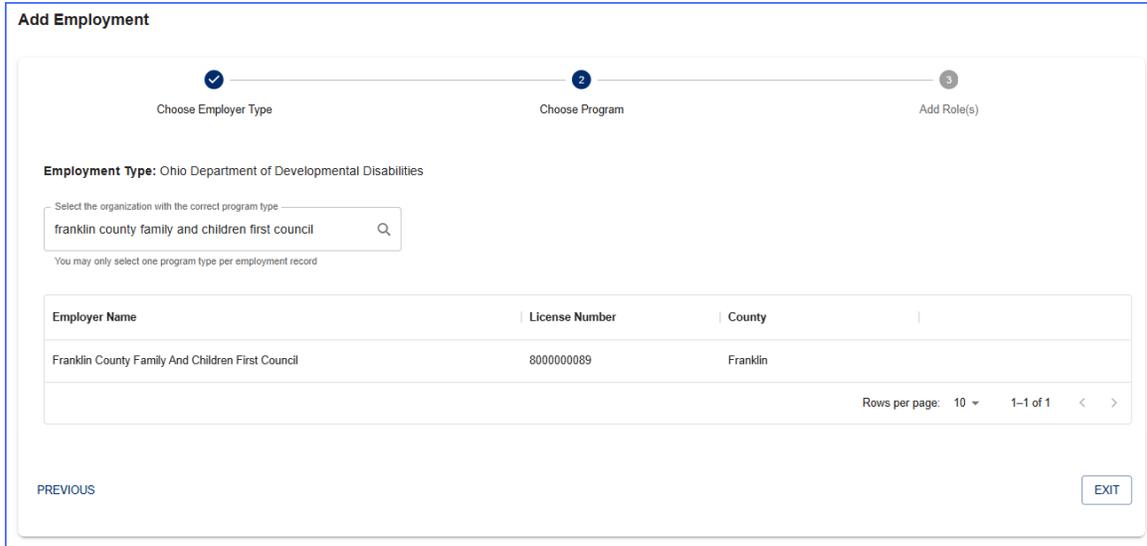4. Select "Ohio Department of Developmental Disabilities".

Add Employment

①
Choose Employer Type

Which provider are you with?

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 or Developmental Specialist

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 EI@childrenandyouth.ohio.gov.

Add Employment

● —— ② —— ③
Choose Employer Type   Choose Program   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	

Rows per page: 10 ▾   1–1 of 1   < >

PREVIOUS   EXIT

6. Click "Add Role".

ADD ROLE

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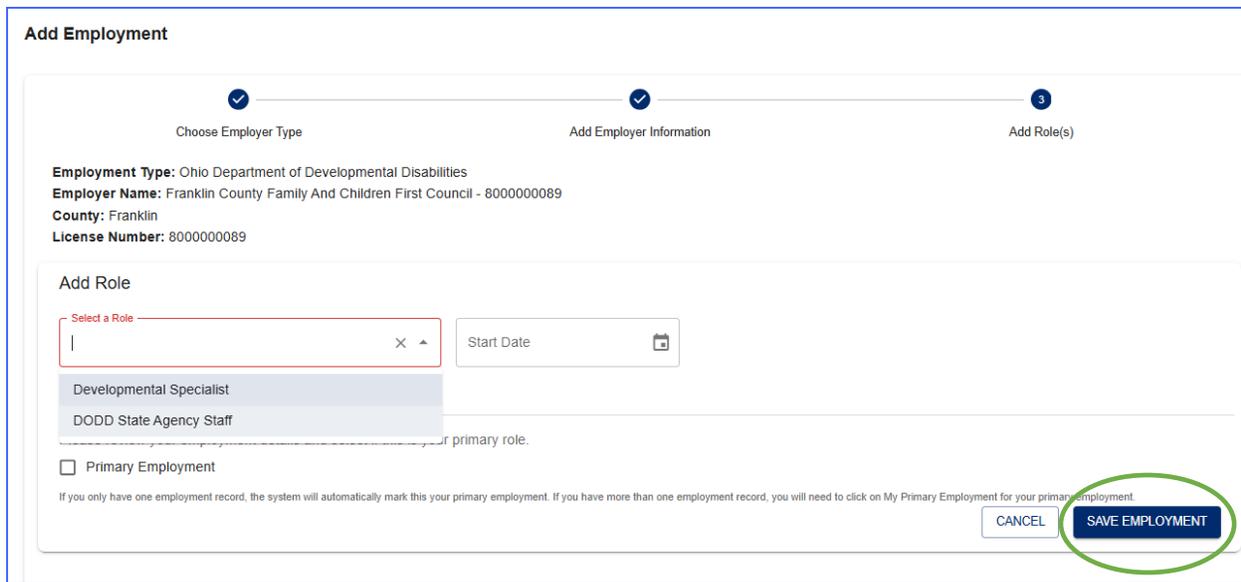
Add Employment

● —— ● —— ③
Choose Employer Type   Add Employer Information   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
| × ▲ | Start Date 📅 |

Developmental Specialist
DODD State Agency Staff

.... ur 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. Next, official transcripts must be uploaded for verification. Navigate to the profile page. Select "Education" from the panel on the left.
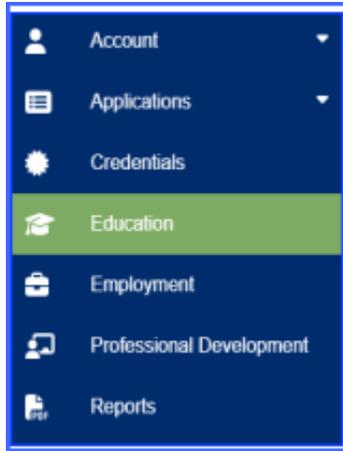
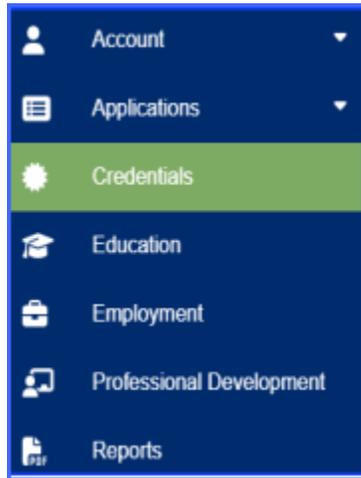9. In the top right corner, select "Add Education".
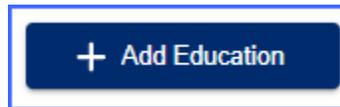
10. Complete all sections and upload official transcripts via the "Select" button on the right. Click "Submit". **Note:** Official transcripts must include graduation date and registrar signature.
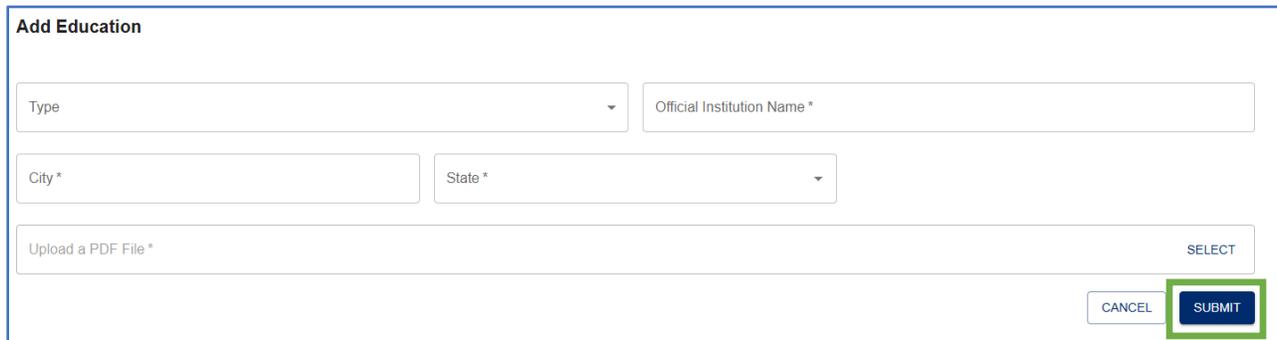
Add Education

Type ▾	Official Institution Name *

City *	State * ▾	

Upload a PDF File *	SELECT

CANCEL   SUBMIT

*NOTE: Completing steps 11-13 is optional for new DSs. Follow steps 11-13 only if you have a relevant license or credential, such as a valid teaching license, social worker license, etc.
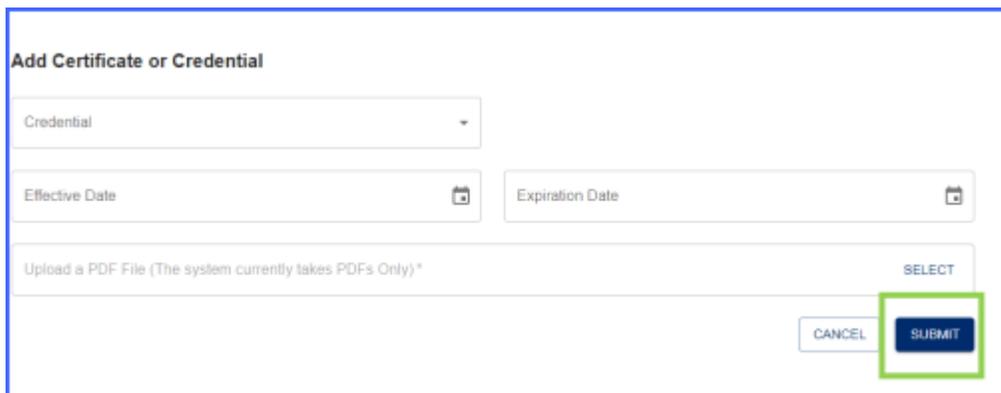
11. Navigate to the profile page. Select "Credentials" from the panel on the left.

12. In the top right corner, select "Add Credentials".

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

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

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Step 2: Complete Required Trainings

Early Intervention Developmental Specialists must complete the required Department-provided trainings in order to obtain their DS certification. Applicants must register for and complete these courses through DODD MyLearning.

DS applicants must program their OPIN found in their OPR profile into their DODD MyLearning account to receive credit for the required trainings. If the applicant 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". It is important that applicants program their OPIN into their DODD MyLearning profile prior to completing required courses, as DODD MyLearning courses will not retroactively transfer to the OPR after the OPIN is programmed into the user's account.
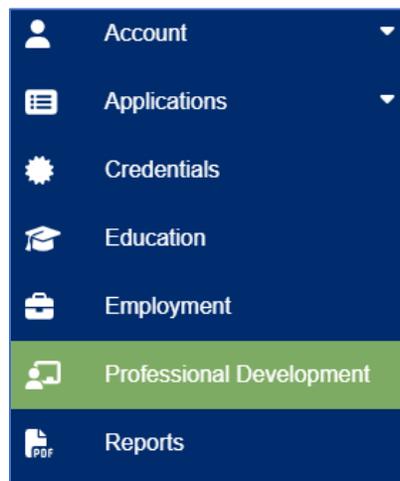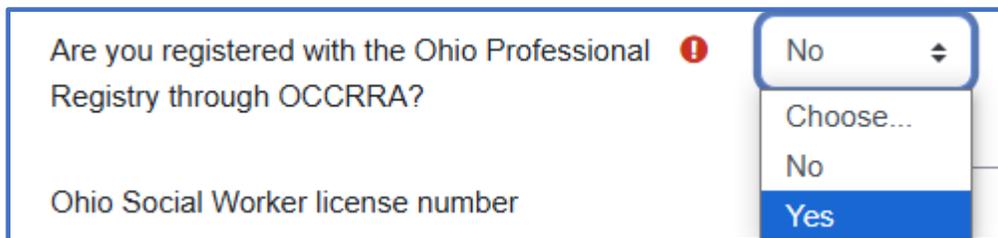

If there are any completed DODD MyLearning trainings that are not marked with a status of "Verified" in the OPR, or if you have other questions about your DODD MyLearning training, please contact Rhiannon.Monks@childrenandyouth.ohio.gov. Do not manually upload certificates for DODD MyLearning courses into the Professional Development tab of the OPR, as this may cause delays in processing time.

Programming the OPIN into DODD MyLearning

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".
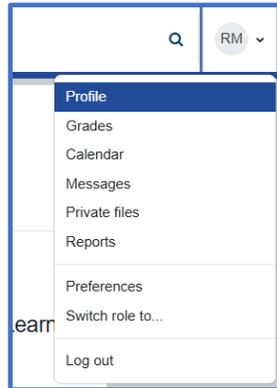
3. In the top right corner of the "User details" section, select "Edit profile".

4. Go to the question, "Are you registered with the Ohio Professional Registry through OCCRRA?" Change the answer to "Yes".

5. Enter your 8-digit OPIN, including the dash.
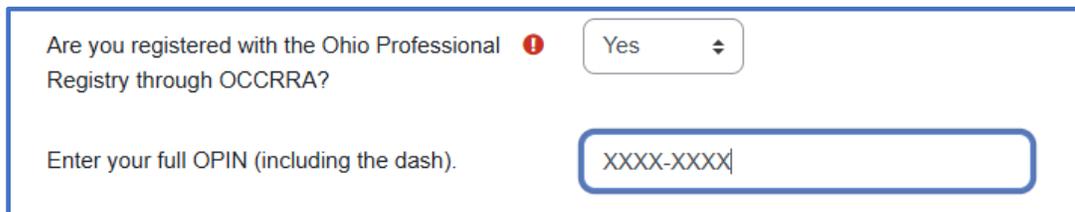
Step 3: Apply for the Certification

Professionals will be able to submit for the DS Certification once the following items are in their OPR profile.

- Developmental Specialist employment
- Verified education transcripts
- Required training marked as "Complete"

Education Details

Institution Name	Major	Verified	Related	Document
Test University	Nursing	Yes	No	blank_test_document_1.pdf

Credentials

Credential Name	Award Date	Expires Date	Verified	Document
Nursing	2023-01-01	2025-01-12	Yes	blank_test_document_1.pdf

Employment

Employer Name	Employer Type	Primary	Title	Start Date	End Date
Franklin County Family And Children First Council - 8000000089	Ohio Department of Developmental Disabilities	No	Developmental Specialist	2024-01-06	Present

Required Professional Development

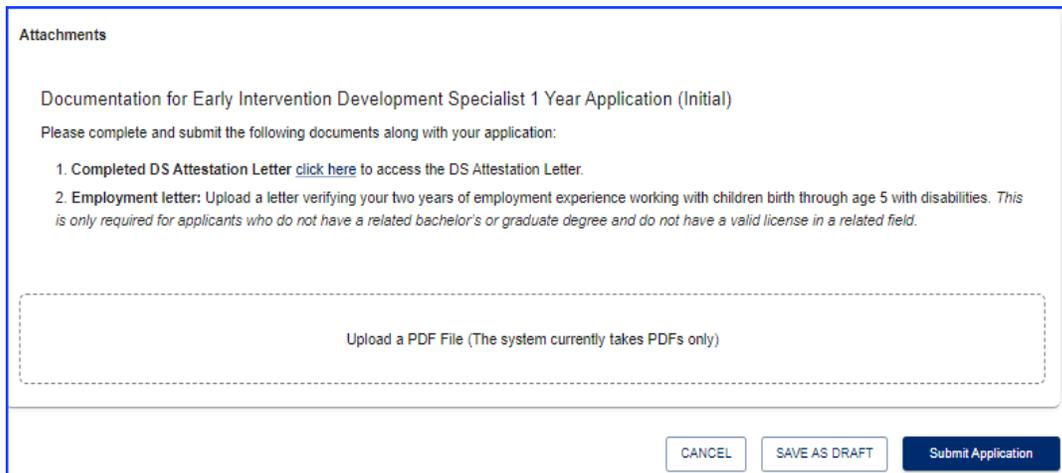| Professional Development	Status	Hours
Introduction to Early Intervention Services (EI-064)	Complete	1.00
Mandated Reporting of Suspected Child Abuse or Neglect (EI-067)	Complete	1.00
Early Intervention Mission and Key Principles (EI-068)	Complete	1.00
Natural Learning Environment Practices (EI-075)	Complete	1.00
Family-Centered Early Intervention Practices (EI-069)	Complete	1.00
Primary Service Provider Approach to Teaming in Early Intervention (EI-074)	Complete	1.50
The Individualized Family Service Plan: It's All About the Process (EI-076)	Complete	1.00
Coaching Practices in Early Intervention (EI-100)	Complete	1.00
Assessment Practices (EI-117)	Complete	1.50
(EI-071) Infant and Toddler Development	Complete	3.50
(EI-066) Parent Rights and Procedural Safeguards in Early Intervention	Complete	1.50

You can submit the DS Certification application once all requirements are in place.

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.
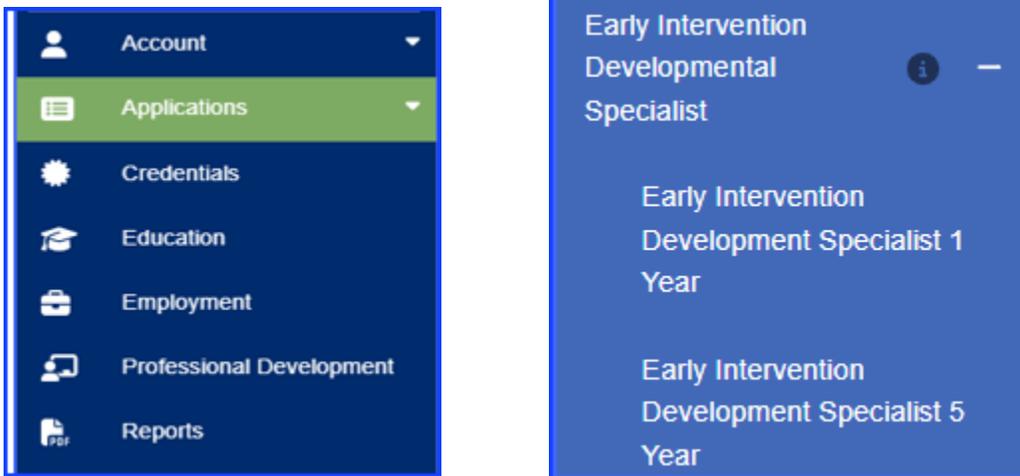
5. In the Attachments section of the application, upload the required documents (requirements vary between 1-year and 5-year credential).

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

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:

    o View the Required Professional Development section to ensure the trainings have a status of "Complete".

    o Check to see if your Education Transcripts have been uploaded and verified.

    o 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.

    o Contact support@occrra.org for assistance with your profile and application status.

Step 4: Print Your Credential

The approved Early Intervention Developmental Specialist credential will be available in the Credentials tab of your OPR profile.

1. Log in to the OPR. Select the Credentials tab from the panel on the left.
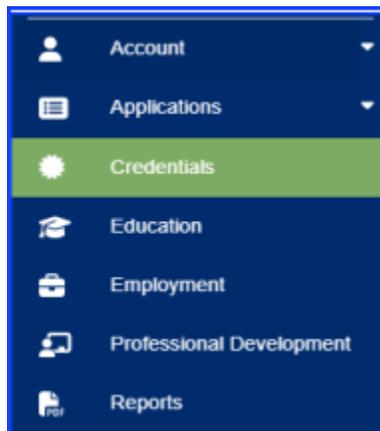
2. Select the Credential Tab to view your list. Select "Print Certificate".

Appendix: Renewing a DS Certification

If you are *renewing* an existing 1-Year or 5-Year DS certification, rather than applying for an initial 1-Year or 5-Year DS certification, you can access the renewal application through the Credential tab. See the instructions below.

1. Select Credentials from the Panel on the left.
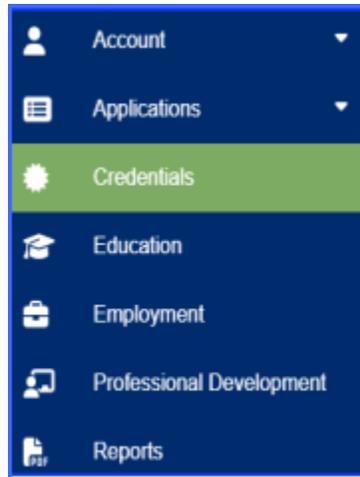
2. Beside your existing certification, there will be a "Renew" button. Click this button to proceed to your renewal application. The option to renew will not be available until 90 days prior to the expiration date of your current certification.