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## Early Intervention Service Coordinator Credential Guide

Early Intervention Service Coordinators (EISC) and EISC Supervisors must apply for and renew a credential through the Ohio Child Care Resource and Referral Association's (OCCRA) Ohio Professional Registry (OPR). The professional must complete a profile in the OPR and complete the required training courses before submitting the application for the EISC or EISC supervisor credential. Applications are available for EISC 1-Year, EISC 5-Year, EISC Supervisor 1-Year, and EISC Supervisor 5-Year. Please see [Ohio Revised Code 5180-10-04](#) and the [Early Intervention Service Coordination Credential Requirements](#) for specific EISC Credential requirements.

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.

### Steps to obtain an EISC Credential

**Step 1:** Complete a profile in the OPR

**Step 2:** Complete required professional development

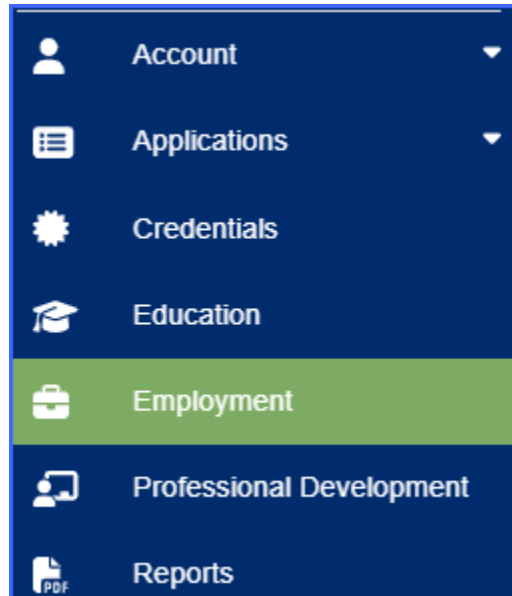
**Step 3:** Apply for the credential

**Appendix:** Renewing an EISC Credential

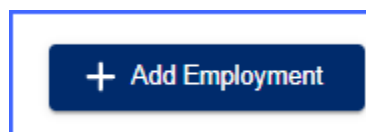
## Step 1: Complete a Profile in the OPR

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.

|   |  |
|---|--|
| <p><b>Child Care Professionals</b><br/>Examples include employment at one of the following types:</p> <ul style="list-style-type: none"><li>• Ohio Department of Job and Family Services (ODJFS) licensed center, Type A Home, or Type B Home.</li><li>• Ohio Department of Education (ODE) licensed program</li><li>• Youth Development</li><li>• Closed child care program</li><li>• Out of state early childhood employment</li><li>• After school program</li></ul> | <p><b>Credentialed or Child Servicing Professionals</b><br/>Examples include employment at one of the following types:</p> <ul style="list-style-type: none"><li>• Child and Youth Services (Ohio Children's Alliance)</li><li>• Early Intervention Service Coordinator and Supervisor Credential or Developmental Specialist</li><li>• Foster Care Agency</li><li>• Home Visitor and Home Visitor Supervisor Credential</li><li>• Qualified Residential Treatment Program (Q RTP)</li></ul> |
| <p><b>Workforce Support Staff</b><br/>Examples include employment at one of the following types:</p> <ul style="list-style-type: none"><li>• Child Care Resource &amp; Referral Agencies</li><li>• Early Childhood Mental Health Consultant</li><li>• Ohio Association of Community Health Centers (Federally Qualified Health Centers)</li><li>• State Agency Staff (ODE, ODODD, ODH, ODJFS, ODHMAS, ODM)</li></ul>  | <p><b>Other Options</b><br/>Examples include employment at one of the following types:</p> <ul style="list-style-type: none"><li>• Current Student</li><li>• Higher Education</li><li>• Instructor and Program Technical Assistance</li><li>• Other</li><li>• Not Currently Employed</li></ul>   |

EXIT

### 4. Select “Ohio Department of Developmental Disabilities”.

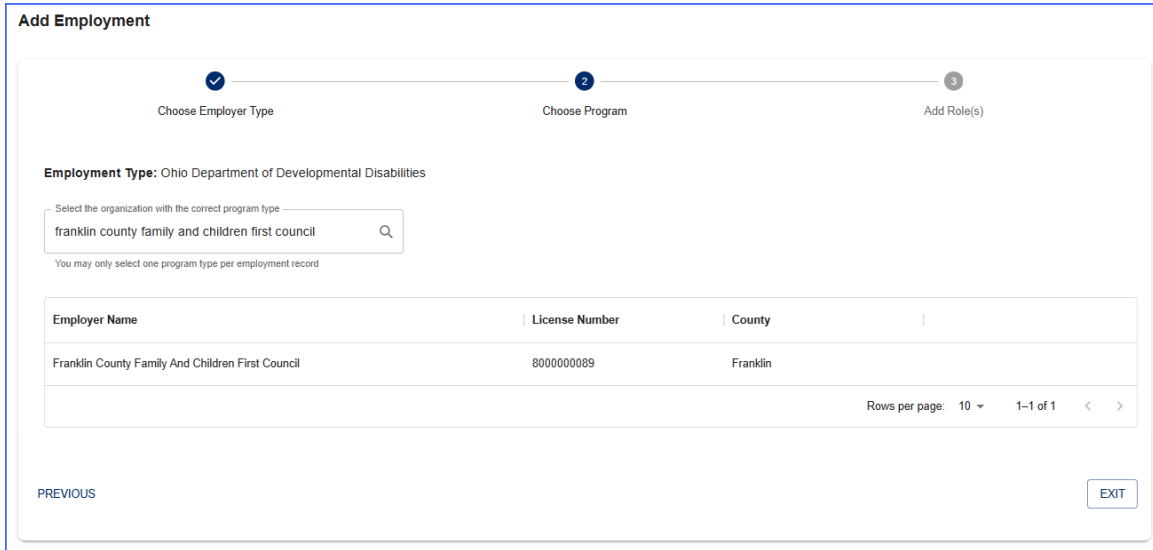
**Add Employment**

1  
Choose Employer Type

Which provider are you with?

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

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

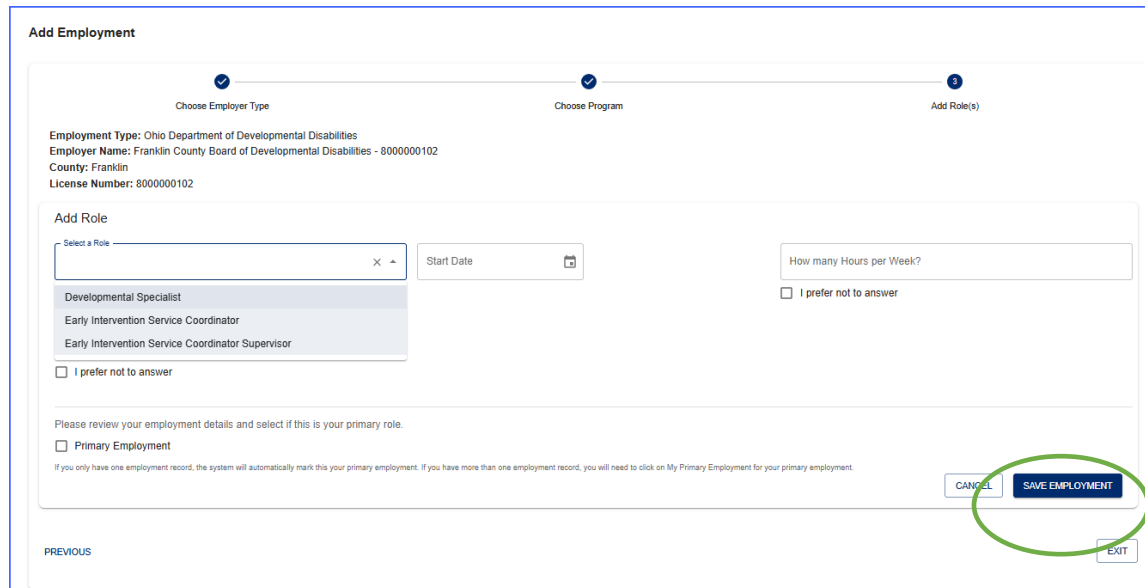
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PREVIOUS      EXIT

- Click **“Add Role”**.



- Click in the box **“Select a Role”** and choose your role. Enter start date and then click **“Save Employment”**.



**Add Employment**

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

**Employment Type:** Ohio Department of Developmental Disabilities  
**Employer Name:** Franklin County Board of Developmental Disabilities - 8000000102  
**County:** Franklin  
**License Number:** 8000000102

**Add Role**

Select a Role      Start Date      How many Hours per Week?

Developmental Specialist  
Early Intervention Service Coordinator  
Early Intervention Service Coordinator Supervisor

I prefer not to answer

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

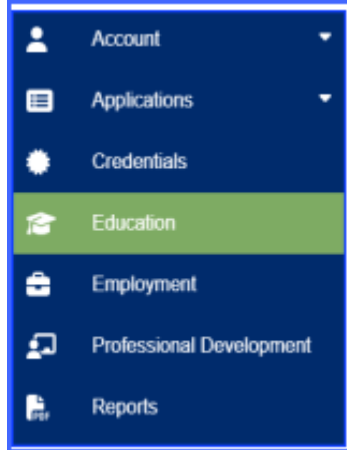
Primary Employment

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.

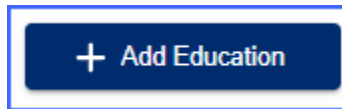
CANCEL      **SAVE EMPLOYMENT**      EXIT

PREVIOUS

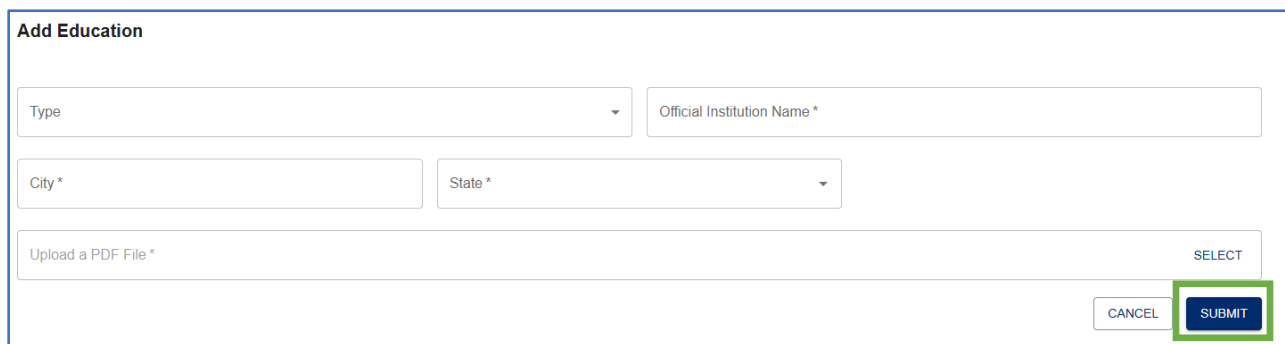
8. Next, official transcripts must be uploaded for verification. Navigate to the profile page. Select **“Education”** from the panel on the left.



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.

A form titled 'Add Education' with a white background and a blue border. It contains several input fields: a dropdown menu for 'Type', a text field for 'Official Institution Name \*', a text field for 'City \*', and a dropdown menu for 'State \*'. Below these is a large text area for 'Upload a PDF File \*'. On the right side of the form, there are two buttons: a light blue 'SELECT' button and a dark blue 'SUBMIT' button with a white border.

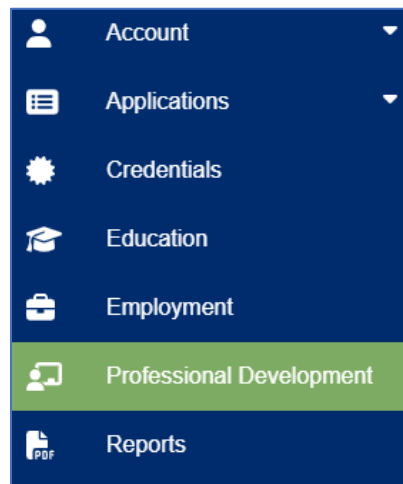
**The OPR team will review your uploaded documents within 30 business days.**



## Step 2: Complete Required Trainings

Early Intervention Service Coordinators must complete the required [Department-provided trainings](#) in order to obtain their EISC Credential. Applicants must register for and complete these courses through [DODD MyLearning](#).

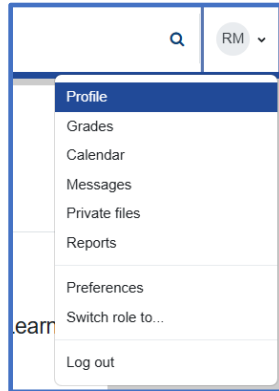
EISC applicants must program their OPIN found in their OPR profile into their DODD MyLearning account to receive credit for the required trainings. If the applicant has added their OPIN to their DODD MyLearning account, credits associated with successful completions of DODD MyLearning courses will be 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.



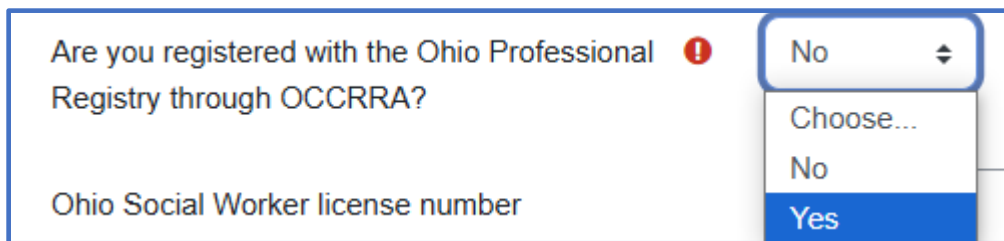
If there are any completed DODD MyLearning trainings that are not marked with a status of “Verified” in the OPR, or if you have other questions about your DODD MyLearning training, please contact [ei@childrenandyouth.ohio.gov](mailto:ei@childrenandyouth.ohio.gov). Do not manually upload certificates 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

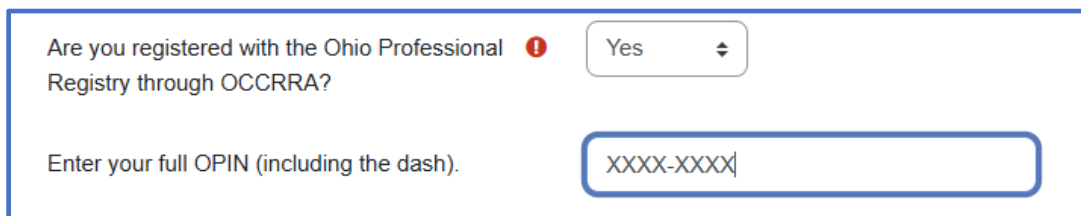
1. Log into your [MyLearning](#) account.
2. Click the drop-down arrow beside your name in the upper right corner of the page and select “**Profile**”.



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**”.

A screenshot of a question in the MyLearning system. The question is “Are you registered with the Ohio Professional Registry through OCCRRA?” with a red exclamation mark icon. Below the question is a text input field for “Ohio Social Worker license number”. To the right of the question is a dropdown menu with the following options: No, Choose..., No, and Yes. The “Yes” option is selected and highlighted in blue.

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

A screenshot of the same question in the MyLearning system. The dropdown menu is now set to “Yes”. Below the question is a text input field for “Enter your full OPIN (including the dash)”. The input field contains the placeholder text “XXXX-XXXX”.



### Step 3: Apply for the Initial 1-Year or 5-Year Credential

Professionals will be able to submit for the initial EISC Credential once the following items are in their OPR profile.

- Correct role as Early Intervention Service Coordinator or Early Intervention Service Coordinator Supervisor
- Verified education transcripts
- Required training marked as “Complete” or “Verified”

**\*Note-See Appendix A if renewing a credential or have a transition credential.**

**Early Intervention Service Coordinator - 1 Year Application**

Current Status: New      Submitted Date: N/A      Name: [Redacted]      OPIN: 1

**Highest Education**

| Name              | Institution Name         | Major      | Verified |
|-------------------|--------------------------|------------|----------|
| Bachelor's Degree | West Virginia University | Psychology | Yes      |

**Professional Development**

| Name   | Status    |
|--|-----------|
| Introduction to Early Intervention Services (EI-064)                   | Completed |
| Mission and Key Principles of Early Intervention (EI-068)              | Completed |
| Family-Centered Early Intervention Practices (EI-069)                  | Completed |
| Individualized Family Service Plan Overview (EI-103)                   | Completed |
| Mandated Reporting of Suspected Child Abuse or Neglect (EI-067)        | Completed |
| Service Coordination Duties and Processes (EI-070)                     | Completed |
| Parent Rights and Procedural Safeguards in Early Intervention (EI-066) | Completed |
| Infant and Toddler Development (EI-071)                                | Completed |

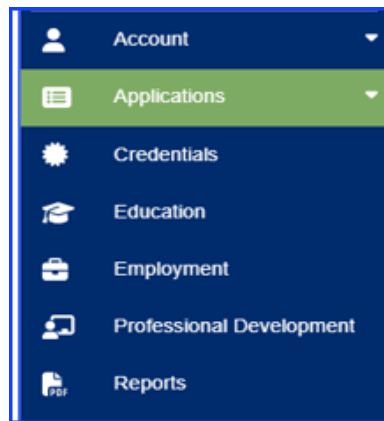
**Attachments**

• Required: DODD Employer Verification form or an employment letter

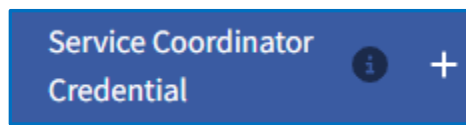
Upload a PDF File (The system currently takes PDFs only)

CANCEL    SAVE AS DRAFT    **Submit Application**

1. Sign in to your [OPR profile](#).
2. Select the “**Applications**” tab from the panel on the left.



3. Click the plus sign beside “**Service Coordinator Credential**”.



4. Select the EISC application for which you intend to apply.
5. In the Attachments section of the application, upload the required documents, if applicable. Required documents for the application, if any, will be listed on the application.
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 Service Coordinator credential application (the link is “grayed-out”), check the following:
  - EISC employment has been added to your OPR profile
  - Education transcript has been verified
  - MyLearning Training has been verified

## Appendix: Renewing an EISC Credential

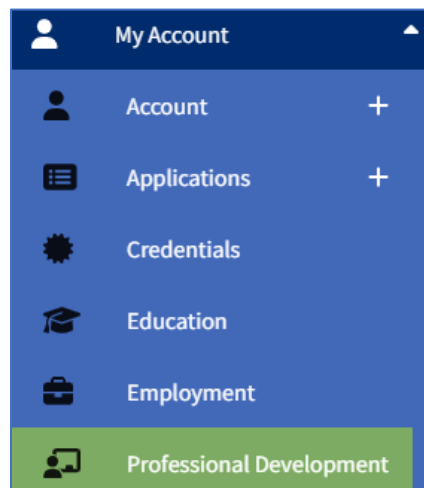
If you are *renewing* an existing 1-Year or 5-Year EISC credential, rather than applying for an initial 1-Year or 5-Year EISC certification, you can access the renewal application through the Credential tab.

Individuals holding an EISC or EISC Supervisor Transition credential will not renew their credential. Instead, they will apply for a 5-Year EISC or EISC Supervisor credential. See [this document](#) for instructions regarding the application process for current Transition credential holders.

EISCs renewing a 5-Year credential will prepare for their renewal by using the [CPD Tracker](#) to ensure they have met the requirements for renewal. The CPDU tracker is designed to support the professional and the OPR review team and must be completed and uploaded alongside the 5-Year renewal application. EISCs should check their OPR profile to determine professional development that has been verified.

## Confirming Professional Development

1. Sign in to your [OPR profile](#).
2. Navigate to the left panel and select “**My Account**”. Click on “**Professional Development**”.



3. A list of all your professional development courses connected to the OPR will appear.

| INSTRUCTOR   |       | PROFESSIONAL DEVELOPMENT |                |                |            |           |                         |  |
|--|-------|--------------------------|----------------|----------------|------------|-----------|-------------------------|--|
| Training   | Hours | Date ↓                   | Instructor     | Submitted date | Status     | Approvals | Actions                 |  |
| Contains   |       |                          | Contains       | Year           | Status     | Approval  |                         |  |
| Donuts with Di: Effective Record Review for Early Intervention (AT143899) (ST10158325)     | 1.50  | 2025/10/22               | Maggie Gons    | 2025-10-22     | Verified   | OA-L1     | View                    |  |
| Intervention and Treatment Modalities for Infant Mental Health. (AT129678) (ST10108141)    | 2.00  | 2025/06/30               | Erin Lucas     | 2025-05-21     | Registered | OA-L3     | View<br>Access Training |  |
| Childhood Lead Poisoning in Ohio (EI-073) (AT129549) (ST10146233)                          | 1.00  | 2025/05/25               | Kelli Lanzot   | 2025-06-03     | Verified   | OA-L1     | View                    |  |
| (EI-071) Infant and Toddler Development (AT136216) (ST10146232)                            | 3.50  | 2024/09/04               | Tiffany Madden | 2025-06-03     | Verified   | OA-L1     | View                    |  |
| Coaching Practices in Early Intervention (EI-100) (AT130379) (ST10146239)                  | 1.00  | 2024/08/30               | Shelly Palumbo | 2025-06-03     | Verified   | OA-L3     | View                    |  |
| Assessment Practices (EI-117) (AT131985) (ST10146246)                                      | 1.50  | 2024/08/30               | Shelly Palumbo | 2025-06-03     | Verified   | OA-L1     | View                    |  |
| Mandated Reporting of Suspected Child Abuse or Neglect (EI-067) (AT129471) (ST10146228)    | 1.00  | 2024/08/30               | Tiffany Madden | 2025-06-03     | Verified   | OA-L2     | View                    |  |
| Eligibility Basics – Train the Trainer (Webinar Recording Version) (AT137701) (ST10132713) | 2.00  | 2023/07/25               | Tiffany Madden | 2023-07-25     | Verified   | OA-L3     | View                    |  |

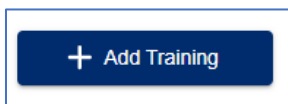
4. Check to see which courses meet the requirement and if the course is marked “Submitted” or “Verified”.
5. Professionals applying for a renewal of the 5-Year credential should record the courses that have been approved by DCY for CPDUs on the CPD Tracker.

### Adding Completed Professional Development Certificates

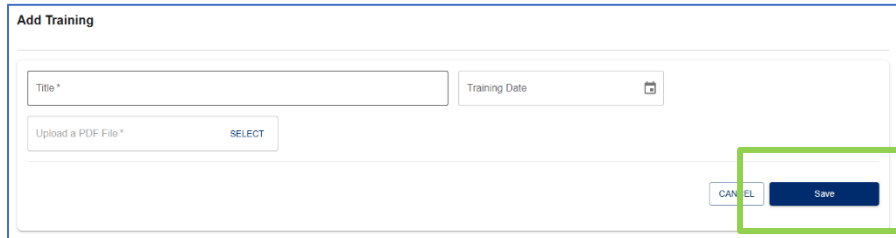
Any completed professional development that is not listed in your OPR Professional Development section must be added. EISCs should upload the certificate only if the course is not listed.

**Note:** EISCs should never manually upload certificates from MyLearning courses. If completed MyLearning courses are not present in the Professional Development tab, contact [ei@childrenandyouth.ohio.gov](mailto:ei@childrenandyouth.ohio.gov).

1. Log into your [OPR account](#).
2. Navigate to the left panel and select “**My Account**”. Click on “**Professional Development**”.
3. Navigate to the top left of the screen and select “**Add Training**”.



4. Complete the required fields and upload the certificate. The title of the training should be the same as what is listed on the certificate. Click **“Save”** when done.



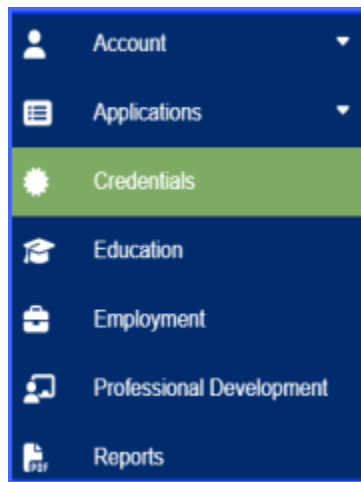
The screenshot shows a form titled "Add Training". It contains the following fields and controls:

- A text input field labeled "Title \*".
- A date input field labeled "Training Date" with a calendar icon.
- A file upload field labeled "Upload a PDF File \*" with a "SELECT" button.
- At the bottom right, there are two buttons: "CANCEL" and "Save". The "Save" button is highlighted with a green rectangular box.





Training will be reviewed in your profile within 30 business days, or when you apply for your EISC credential. **If professional development is marked as “Submitted”, you may still submit your credential application.** OCCRRA will review your application and certificates simultaneously.

## Renewing the EISC Credential

1. Log into your [OPR account](#)
2. Navigate to the left pane and select **“Credentials”**.



3. Beside your existing credential, 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 credential.

| Application Name                            | Type    | Submitted date   | Approved date  | Expiration date  | Status   | Actions                                    |
|---|---------|--|--|--|--|--|
| Contains _____                              | Type ▾  | Year  | Year  | Year  | Status ▾   | <a href="#">VIEW</a> <a href="#">RENEW</a> |
| Early Intervention Service Coordinator - 1Y | Initial | 2024-08-27   | 2024-08-27   | 2026-02-26   | Approved  |  |

4. In the Attachments section of the application, upload the required documents, if applicable. Required documents for the application, if any, will be listed on the application.
5. Select “**Save as Draft**” to access later. If ready to submit the application, select “**Submit Application**” for review.

**The OPR team will review your submitted application within 30 business days.**