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 (OCCRRA) 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
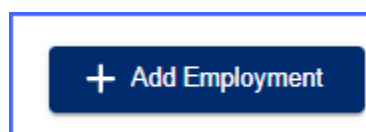
Appendix: Renewing an EISC Credential

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.
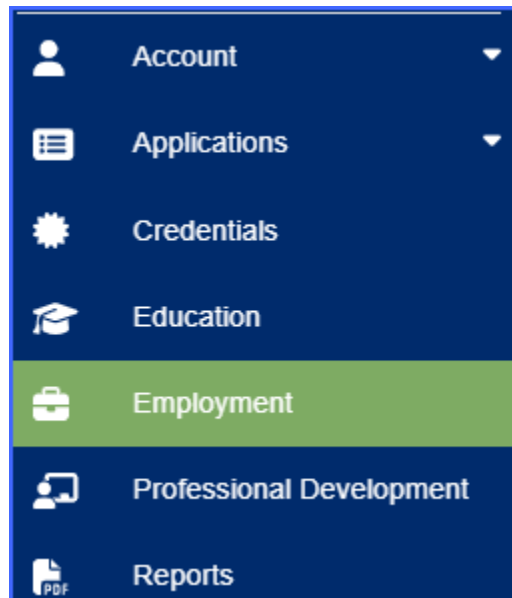
2. Click on the "**Add Employment**" button in the top right corner of the screen.

3. Select "Credentialed or Child Servicing Professionals".

4. Select "Ohio Department of Developmental Disabilities".
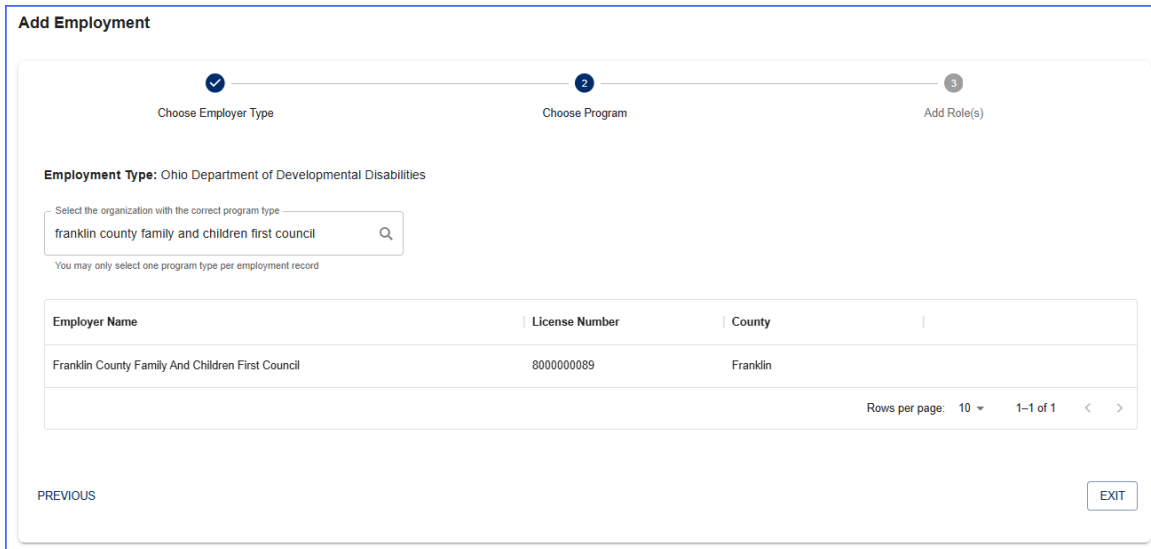
5. Type in your agency's name and then select the agency. If your agency is not listed, please contact EI@childrenandyouth.ohio.gov.

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

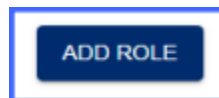| Employer Name	License Number	County	
Franklin County Family And Children First Council	8000000089	Franklin	
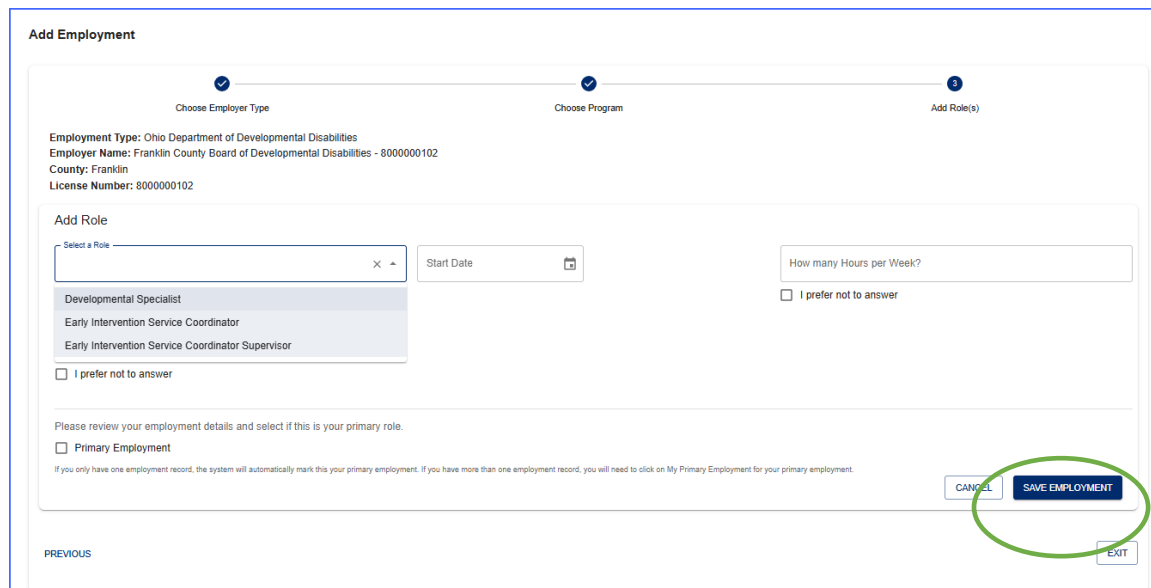
Rows per page: 10 ▾   1–1 of 1   ‹   ›

PREVIOUS   EXIT

6. Click "**Add Role**".

ADD ROLE

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

Add Employment

✓	✓	3
Choose Employer Type	Choose Program	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   ☐ I prefer not to answer
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.
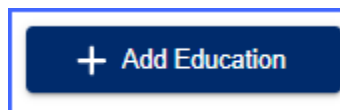
CANCEL   SAVE EMPLOYMENT

PREVIOUS   EXIT
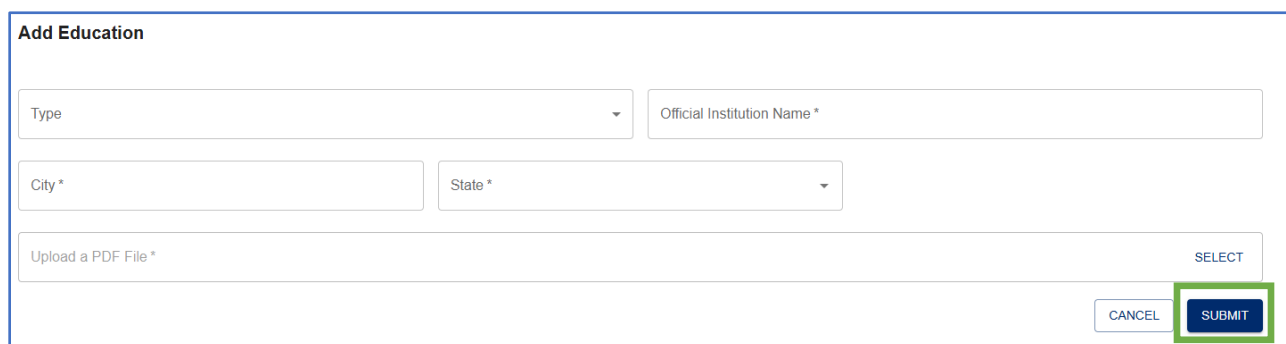
8. Next, official transcripts must be uploaded for verification. Navigate to the profile page. Select "**Education**" from the panel on the left.
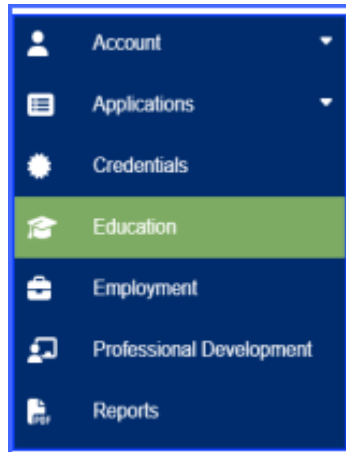
9. In the top right corner, select "**Add Education**".

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.

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.
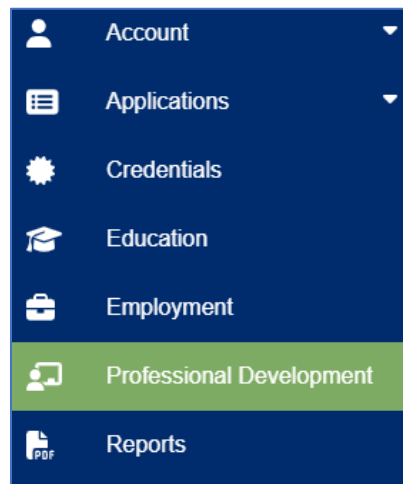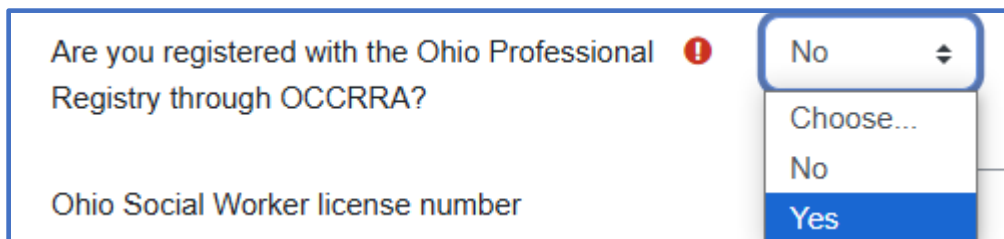

If there are any completed DODD MyLearning trainings that are not marked with a status of "Verified" in the OPR, or if you have other questions about your DODD MyLearning training, please contact ei@childrenandyouth.ohio.gov. Do not manually upload certificates for DODD MyLearning courses into the Professional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

Programming the OPIN into DODD MyLearning

1. Log into your <u>MyLearning</u> account.
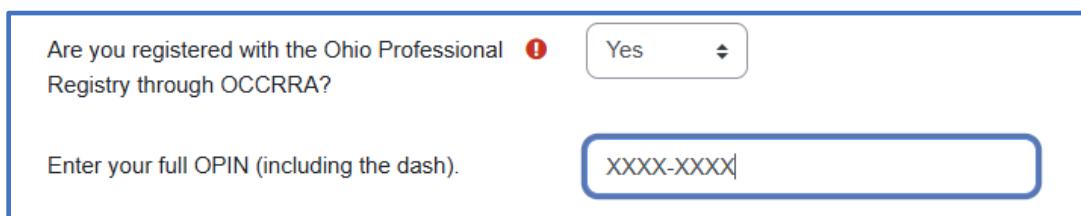
2. Click the drop-down arrow beside your name in the upper right corner of the page and select "**Profile**".
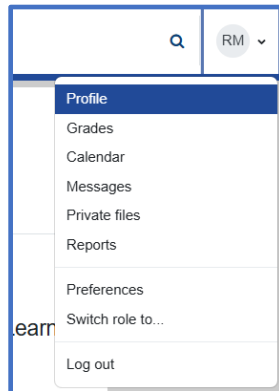
3. In the top right corner of the "**User details**" section, select "**Edit profile**".

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 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:	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

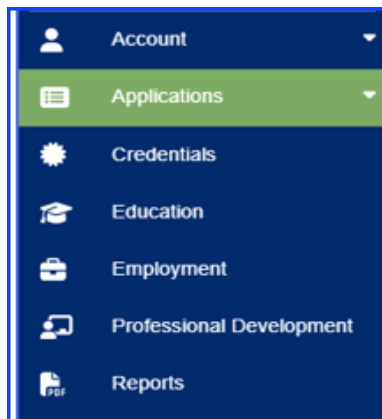• Required: DODD Employer Verification form or an employment letter

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

CANCEL   SAVE AS DRAFT   Submit Application

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1. Sign in to your OPR profile.

2. Select the "**Applications**" tab from the panel on the left.

👤	Account ▾
🗒	Applications ▾
✺	Credentials
🎓	Education
💼	Employment
🖥	Professional Development
📄	Reports

3. Click the plus sign beside "**Service Coordinator Credential**".

Service Coordinator
Credential   ⓘ   +
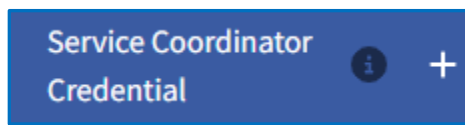
4. Select the EISC application for which you intend to apply.

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
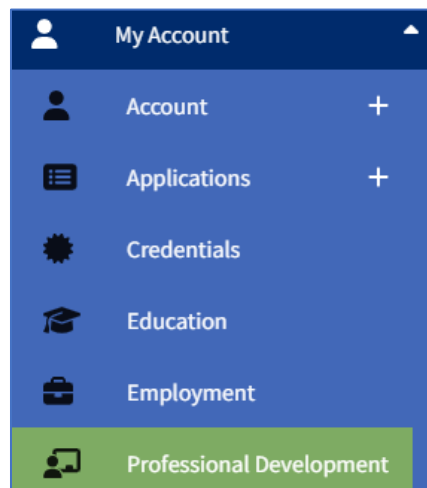
Appendix: Renewing an EISC Credential

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.

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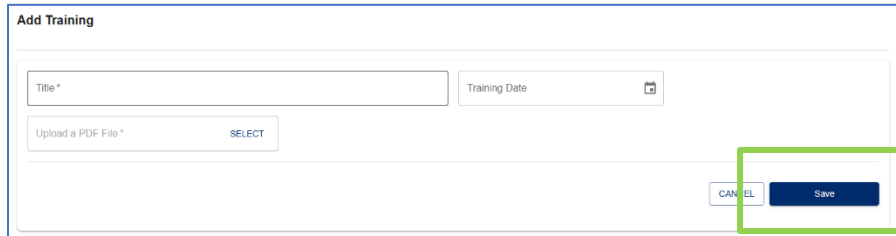
Any completed professional development that is not listed in your OPR Professional Development section must be added. EISCs should upload the certificate only if the course is not listed.

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.

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**".

+ 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.

Add Training

| Title * | | Training Date | 📅 |
| Upload a PDF File * | SELECT | | |

CANCEL   Save

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**".

👤 Account ▼
▤ Applications ▼
✦ Credentials
🎓 Education
💼 Employment
🗨 Professional Development
📄 Reports
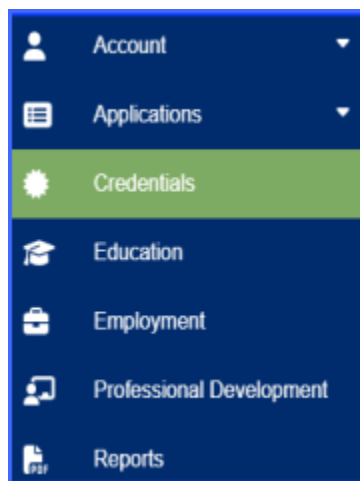
3. Beside your existing credential, there will be a "Renew" button. Click this button to proceed to your renewal application. The option to renew will not be available until 90 days prior to the expiration date of your current credential. It can typically take up to 30 business days for the OPR team to review, so it is strongly recommended that you submit your completed application at least 30-45 days prior to expiration.

Application Name	Type	Submitted date	Approved date	Expiration date	Status	Actions
Contains	Type	Year	Year	Year	Status	
Early Intervention Service Coordinator - 1Y	Initial	2024-08-27	2024-08-27	2026-02-26	Approved ✓	VIEW RENEW

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.