Home Visiting Credentialing User Guide

All home visitors and home visiting supervisors must obtain a credential that is aligned to one of the evidence-based models approved by Department of Children and Youth (DCY). Credentialing standards reflect the training and professional development needed to both implement the model to fidelity and to strengthen practices in engaging and supporting families.

Home visitors and home visiting supervisors apply for and renew a home visiting credential through the Ohio Child Care Resource and Referral Association's (OCCRRA) Ohio Professional Registry (OPR). Individuals must also obtain a credential that is aligned to the evidence-based model they are implementing.

There are two types of credentials:

- A **provisional credential** must be obtained for all models, except for Family Connects Ohio which only has a full credential, before an individual may work with families and gain access to OCHIDS.
- A **full credential** must be obtained within a year of receiving a provisional credential. **Note**: A full credential can be obtained at any point within the first year once all the training requirements are met. Professionals are highly encouraged to work toward completing the requirements of a full credential as soon as the provisional credential is obtained.
- A credential must be renewed every **two years** by obtaining 20 hours of professional development related to home visiting. The Family Connects Ohio model requires the professional to upload their current nursing license every two years. The home visiting credential application will be open for renewal 60 days prior to the expiration date.

An individual will obtain either a home visitor or a home visiting supervisor credential, based on their role in the program. An individual serving dual roles as a home visitor and home visiting supervisor must obtain the supervisor credential.

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

Steps to Obtain a Home Visiting Credential

Step 1: Create and complete your profile in the OPR.

Step 2: Complete required training and upload certificates.

Step 3: Apply for the provisional credential.

Appendix A: Apply for a Family Connects Ohio Credential

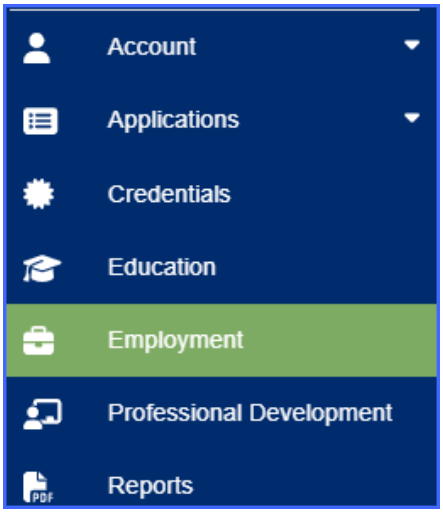
Appendix B: Apply for a full credential

Appendix C: Renew a 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**. This number will need to be added to a professional's OhioTrain account. Once the profile is created, log back in to your OPR account and add Employment, Education, and License/Credential (if applicable).

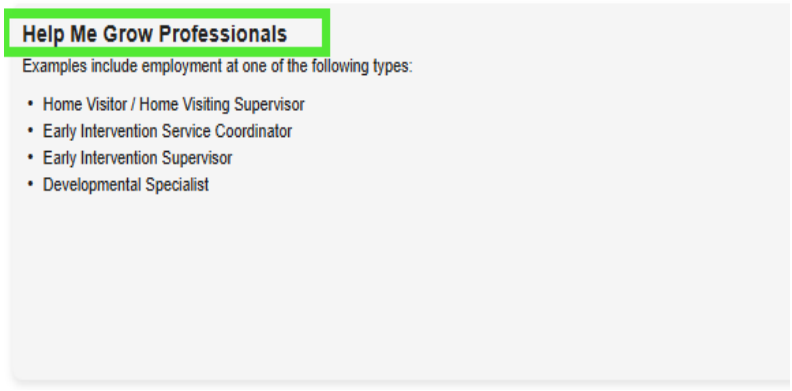
1. First, add your employment. Select **"Employment"** from the panel on the left.



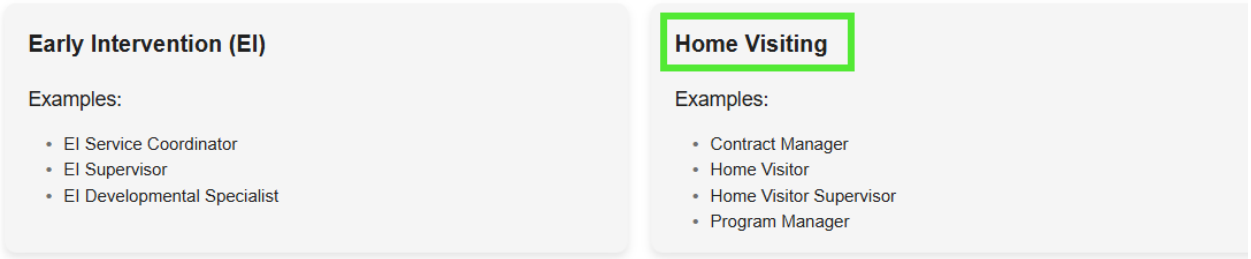
2. Click on the **"Add Employment"** button in the top right corner of the screen.



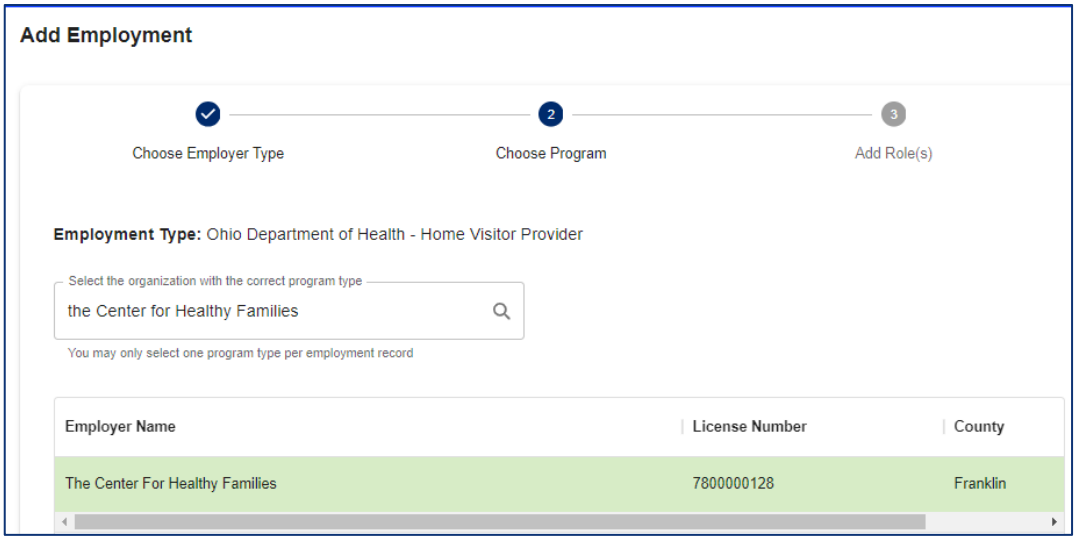
3. Select **"Help Me Grow Professionals"** (the box on the top right)



4. Select **“Home Visting”**.



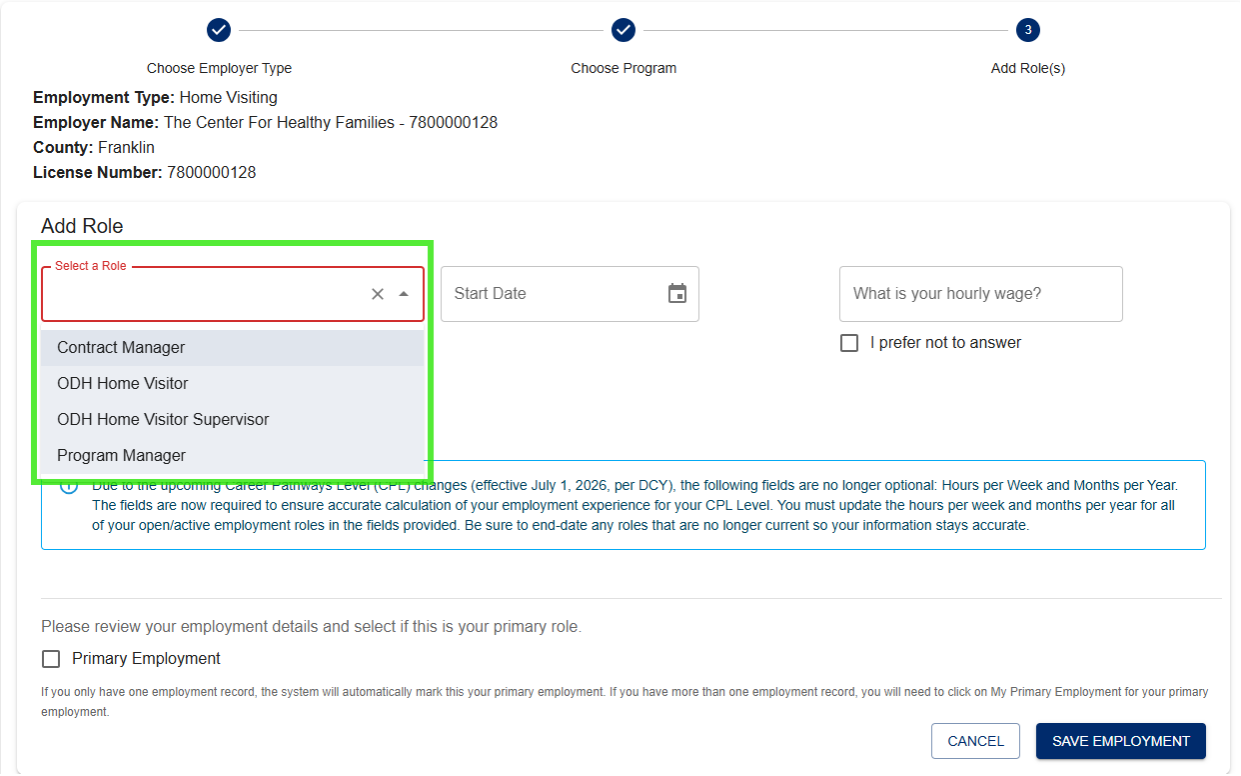
5. Type in your agency’s name and then select the agency. If your agency is not listed, please contact HVTraining@childrenandyouth.ohio.gov.



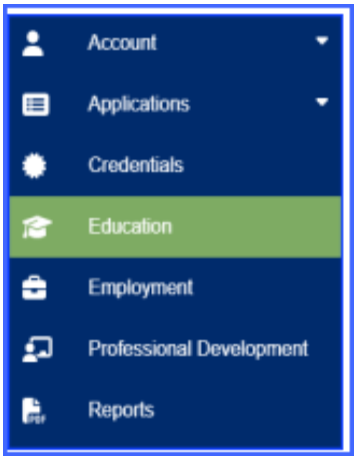
6. Click “**Add Role**”.



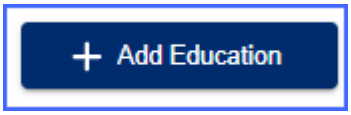
7. Click in the box "**Select a Role**" and choose ODH Home Visitor or Supervisor. Complete each field – Start Date, hourly wage (optional), hours per week, and select "**Primary Employment**," then click "**Save Employment**."



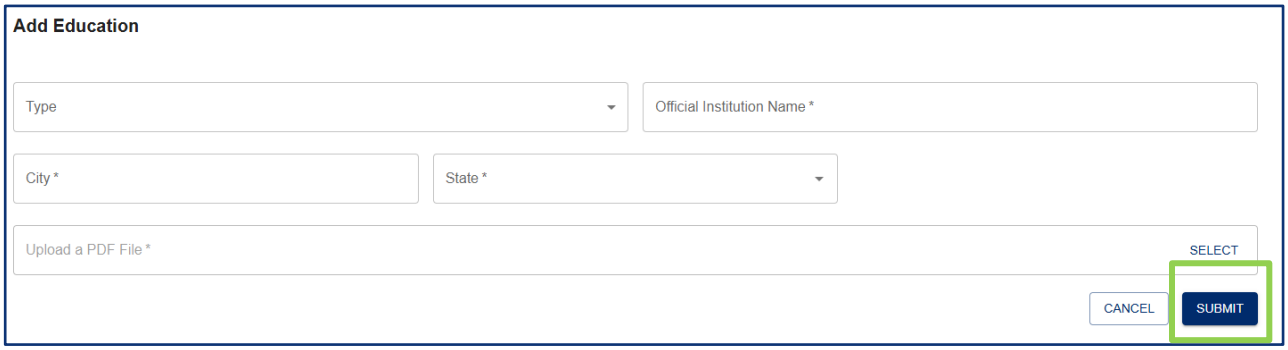
8. Next, you must upload your education. If high school, please add a diploma or proof of graduation. Those with an Associate degree or higher must upload their **official transcript**. Navigate to the profile page. Select "**Education**" from the panel on the left.



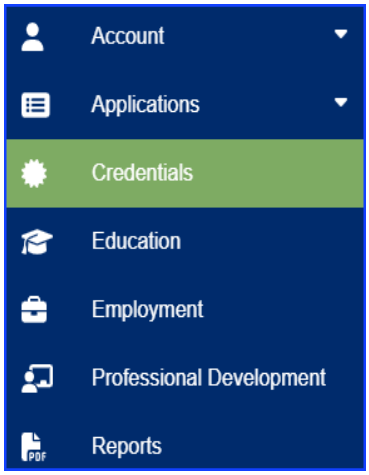
9. In the top right corner, select "**Add Education**".



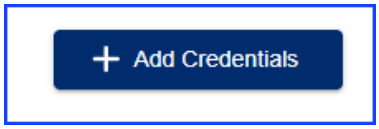
10. Complete all sections and upload official transcripts via the "**Select**" button on the right. Click "**Submit**". **Note:** Official transcripts must include graduation date and registrar signature.



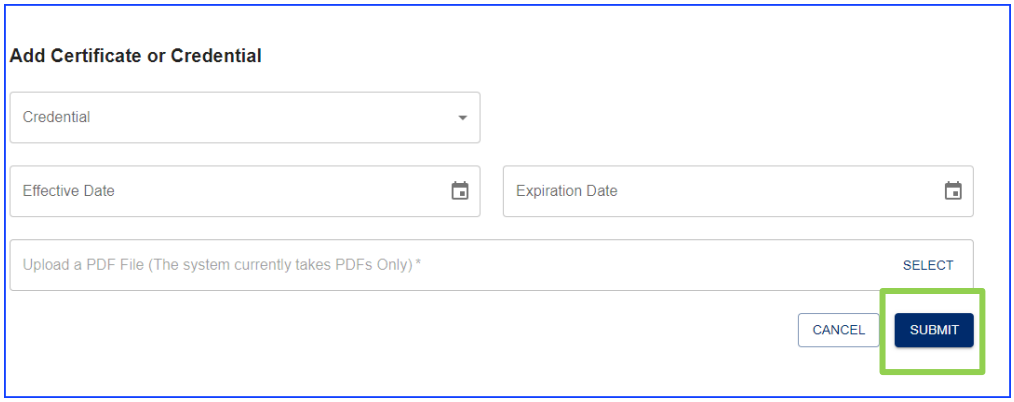
11. Navigate to the profile page. Select "**Credentials"** from the panel on the left. This is where you will document and upload a current valid copy of a **Nursing License or any other current credential.**



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



13. Complete the sections and upload official license via the "**SELECT**" button. Click "**Submit**". **Allow 30 days for the OPR team to review and verify.**



Step 2: Complete Required Training and Upload Certificates

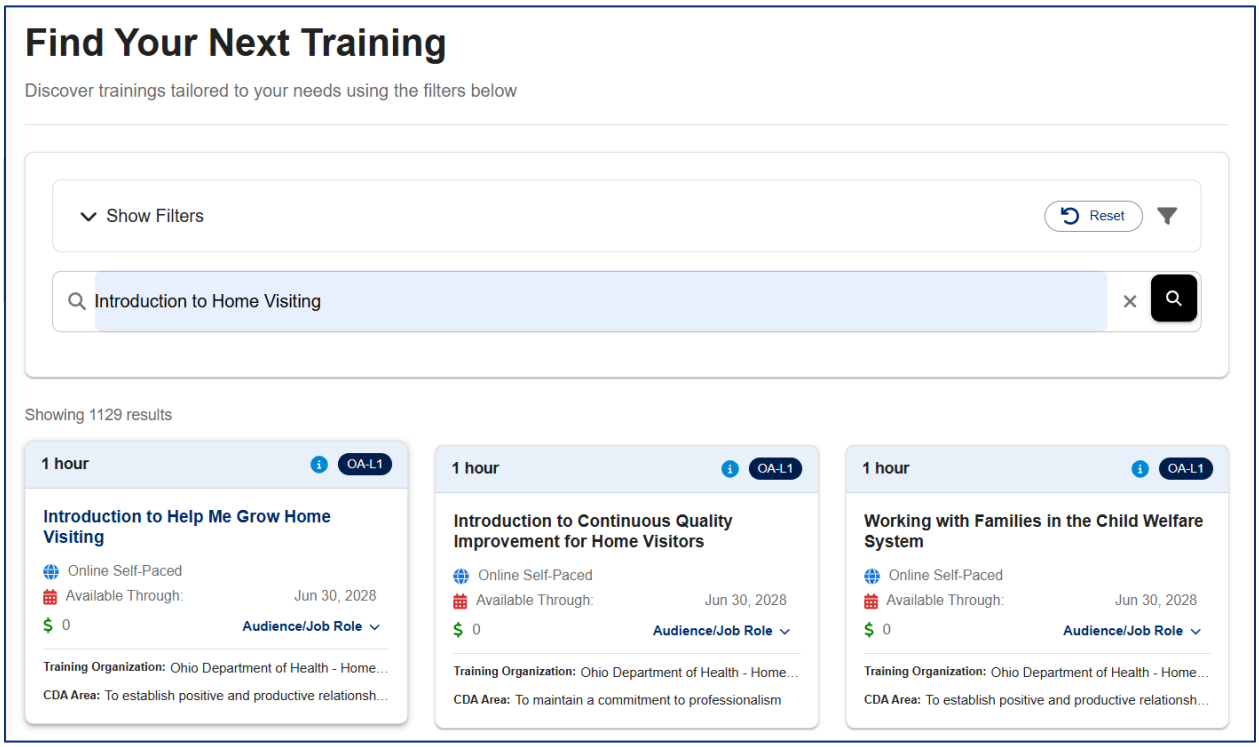
Each home visiting model requires specific DCY -required training and model-specific training before a professional can apply for a provisional credential. The DCY-required professional development is completed in several learning management systems. They include the Ohio Professional Registry, the Institute for the Advancement of Family Support Professionals, and Ohio Department of Health's OhioTrain.

Professionals should download the model Credentialing Checklist for a full list of requirements. Checklists can be found by clicking the link in the list below. In addition, The Home Visiting Credential and Professional Development Guide will provide additional information on registration and how to complete the model- specific training.

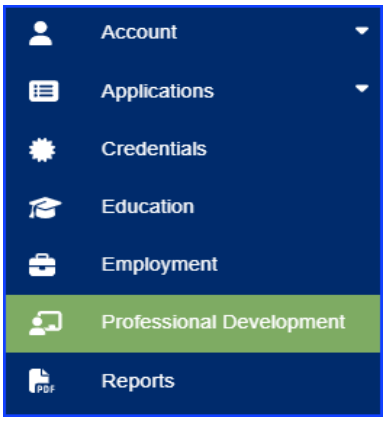
- Family Connects Ohio (FCO)
- Healthy Families America (HFA)
- Nurse-Family Partnership (NFP)
- Parents as Teachers (PAT)

Registering for training in the OPR

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**".
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 online training.

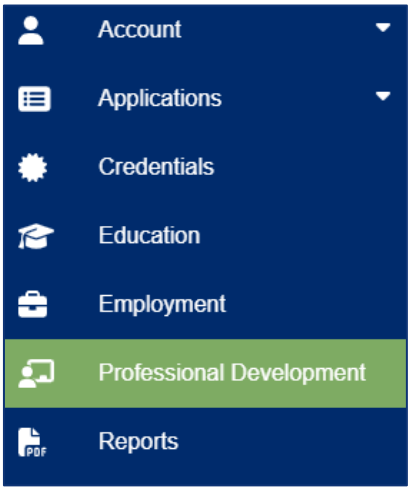


8. Upon successful completion of the training, your credit will be automatically added to your profile. The course will be listed in the Professional Development tab with a status of "**Verified**".

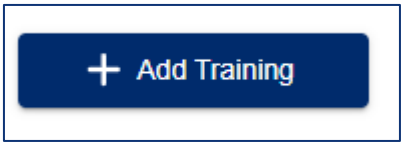
Adding Completed Professional Development Certificates to your OPR.

Training completed outside of the OPR must be uploaded and verified in a professional's personal OPR account. Professionals should upload any training certificates received from OhioTrain, The Institute for the Advancement of Family Support Professionals, and Model-Specific training.

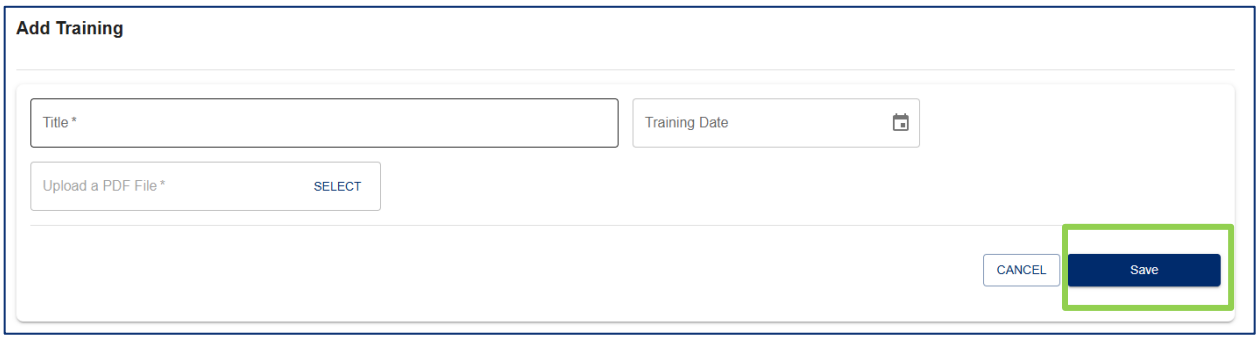
1. Log into your OPR account.
2. Navigate to the left panel and select "**My Account**". Click on "**Professional Development**".



3. Navigate to the top left of the screen and select "**Add Training**".



4. Complete the required fields and upload the certificate. Click "**Save**" when done. Training will be verified in your profile within 30 days, or when you apply for your Home Visting Credential.



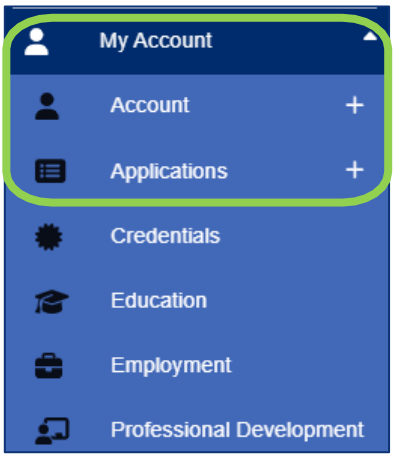
Step 3. Apply for a Provisional Credential (HFA, NFP, and PAT Models)

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

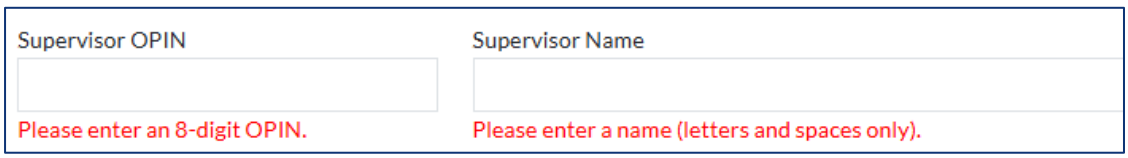
- Current employment and employment role have been added;
- The education transcripts have been uploaded and verified; and
- If applicable, a nursing license has been uploaded and verified.

To open the application,

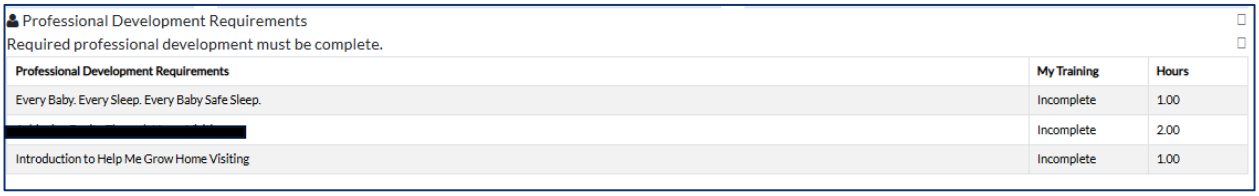
1. Sign into your OPR profile.
2. Select "**My Account**" tab from the panel on the left.
3. Select the "**Applications"**
4. Click on the "**Home Visitor Credential".**
5. Select the home visiting model credential application for which you attend to apply.



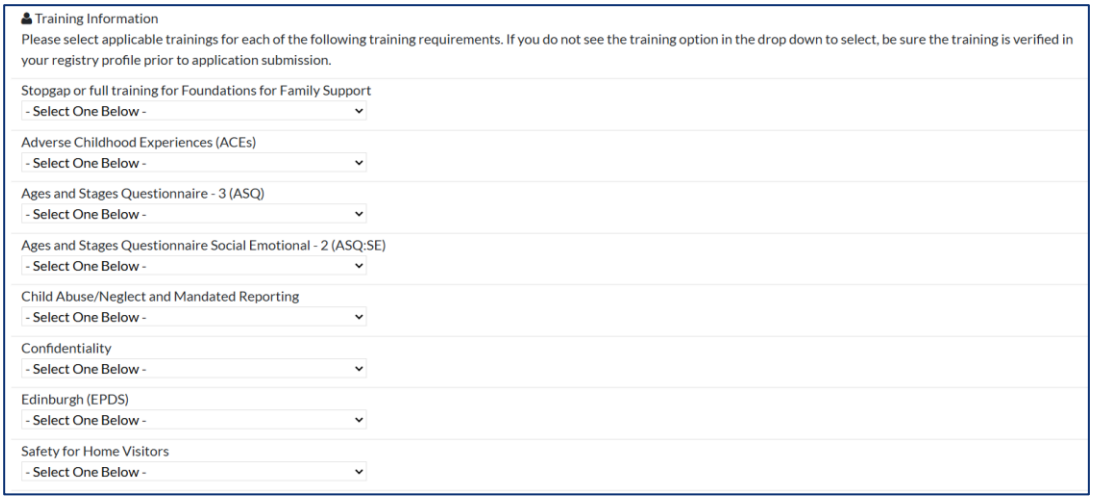
6. Add your supervisor's name and OPIN. If you don't have the supervisor's OPIN, enter a random 8-digit number. **Note:** HFA Supervisors will have an Employment Information section and must select experience to fulfill the employment requirement. Select which employment records fulfill this requirement by clicking "Select" for the appropriate employer



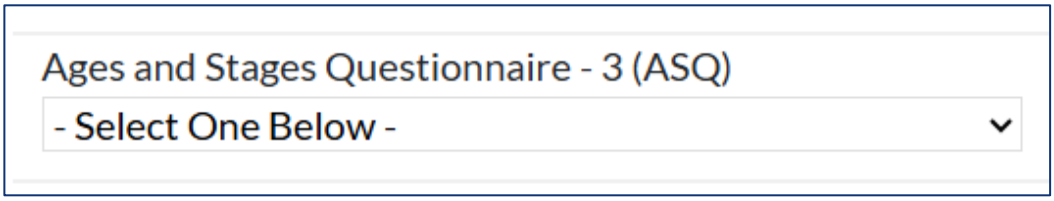
7. The next section is **Professional Development Requirements**. The list will include all required training completed in the OPR. It must be marked "**Complete**" before you can submit your application.



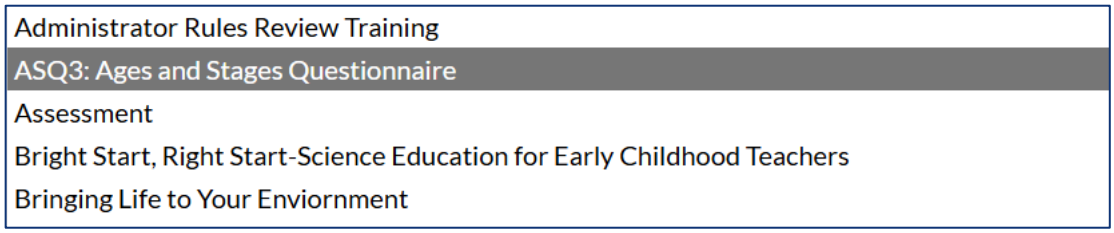
8. The **Training Information** section is a list of all the required training completed outside of the OPR. You must upload the training certificates in your Professional Development tab of your profile before submitting the application. If you do not upload the training certificate prior to submitting your application, it will not appear on the dropdown list for you to select, and you will be unable to submit your application. **Training certificates do not have to be verified but must be uploaded.**



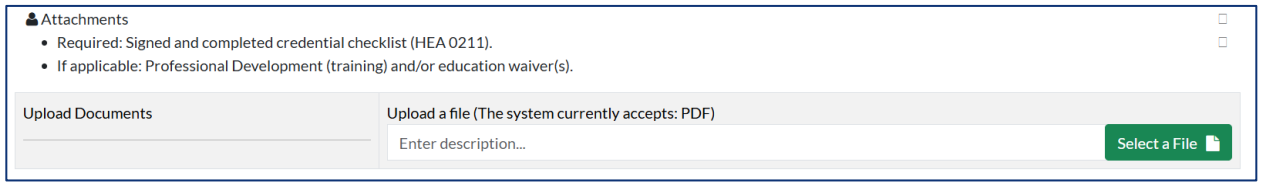
9. Click the down arrow on the drop-down menu. The drop-down menu will list all the training uploaded or verified in your professional development.



10. Select the corresponding training title from the list.



11. The last section is **Attachments**. You will add the signed and completed Credential Checklist and any training or education waivers. **Do not upload training certificates in the attachment section.** Training certificates **must** be added to your professional development tab in your profile.



12. Select "**Save as Draft**" to come back to the application and finish later. Select "**Submit Application**" when complete. Please allow 30 days to process.

Troubleshooting Tips

It is highly encouraged to create an OPR profile and upload education documents during the first days of employment. These items must be verified to open the application. If you are unable to open the Home Visiting Credential Application and 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 education or credentialling documents.
- The educational and credentialing 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 completed in the OPR system 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 training.

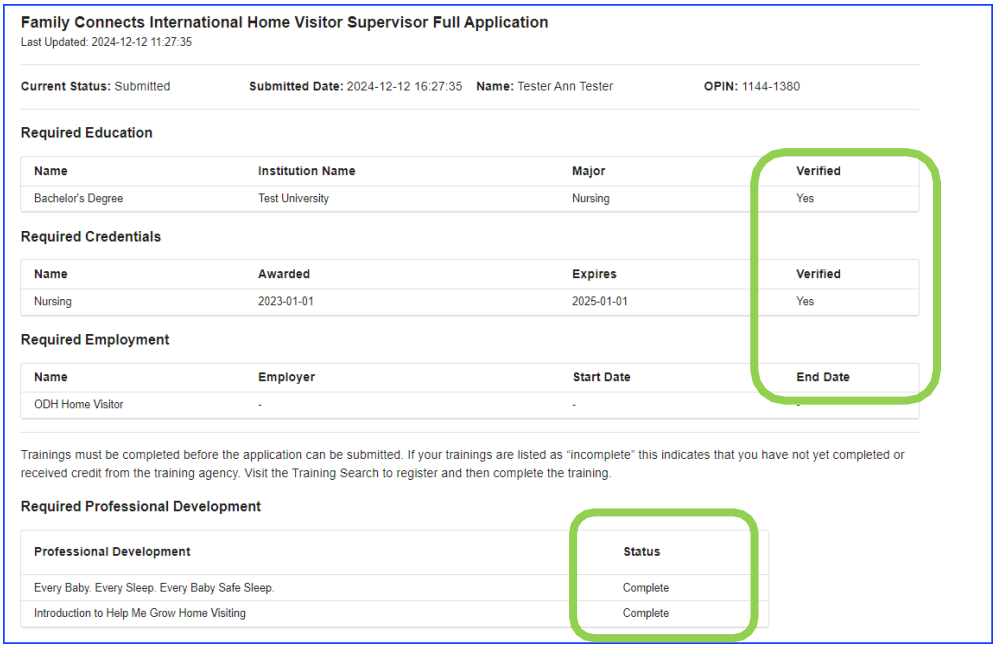
- Upload training certificates that are completed in OhioTrain, The Institute for the Advancement of Family Support Professionals, and Model-Specific training once you have completed them.
- If a training certificate has a different last name, go back to your profile and add any previously used names to your profile.
- **Click on the Notifications tab of your profile for important messages from the OPR team regarding the status of your application.**
- Contact support@occrra.org for assistance with your profile and application status.

Appendix A: Apply for a Family Connects Ohio Full Credential

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

- The current employment and employment role has 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. You can submit the Home Visiting Credential Application once requirements are in place.



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.

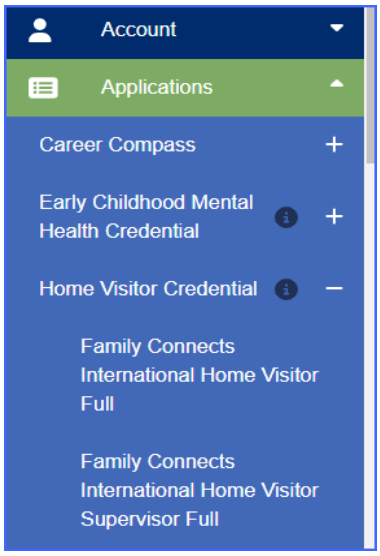
Required Professional Development

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

Follow these steps to apply for a Family Connects Ohio Full or Supervisor Credential.

1. Sign into your OPR profile.
2. Select the "**My Account**" tab from the panel on the left.
3. Select "**Applications"**
4. Click on the "**Home Visitor Credential**".

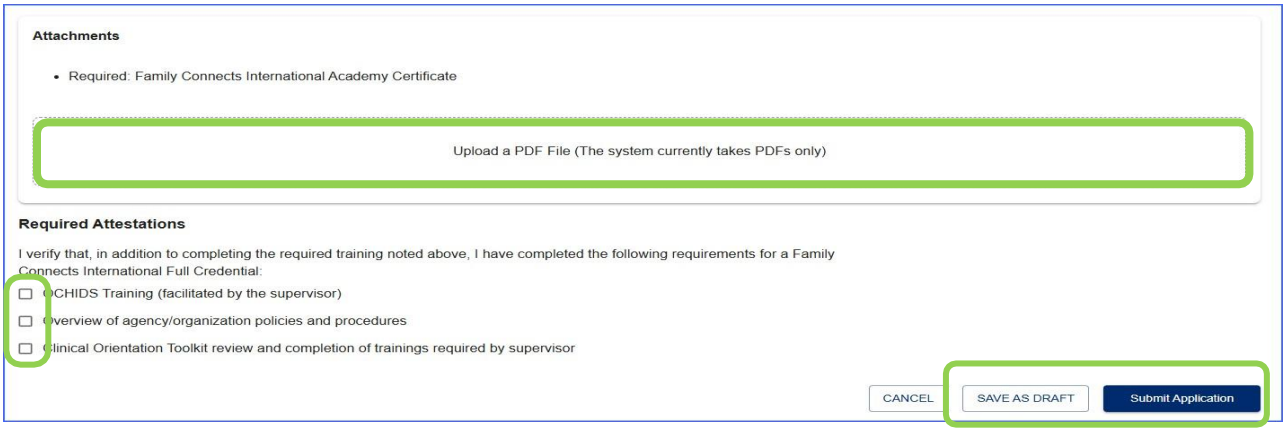
5. Select “**Family Connects International Home Visitor Full**” or “**Family Connects International Supervisor Full**”.



6. 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).

7. Click on each box to check the attestation to confirm the completion of the additional requirements.

8. Select “**Save as Draft**” to access later or “**Submit Application**”.



Troubleshooting Tips

It is highly encouraged to create an OPR profile and upload education documents during the first days of employment. These items must be verified to open the application. If you are unable to open the Home Visiting Credential Application and 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 education or credentialling documents.
- The educational and credentialing 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 completed in the OPR system 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 training.

- If a training certificate has a different last name, go back to your profile and add any previously used names to your profile.
- **Click on the Notifications tab of your profile for important messages from the OPR team regarding the status of your application.**
- Contact support@occrra.org for assistance with your profile and application status.

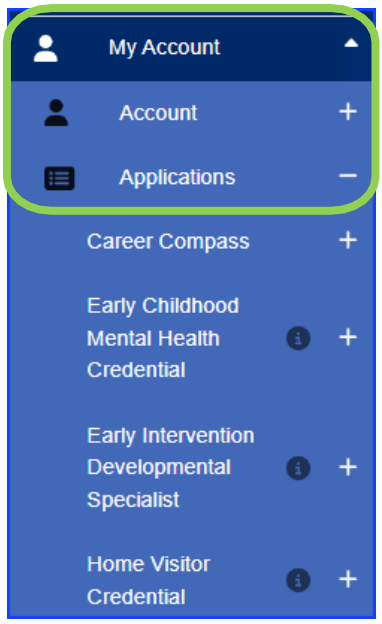
Appendix B: Apply for a Full Credential

The provisional home visiting credential is intended to allow the home visitor to obtain a foundation of professional development and training, gain access to OCHIDS, and begin to work with families. Once the provisional is obtained, a professional must work toward completing the requirements of a full credential. The provisional credential will expire after one year.

The steps for applying for a full credential are similar to applying for the provisional credential.

1. Sign into your OPR profile.
2. Select "**Account**" and then select the "**Applications"** tab from the panel on the left.
3. Click on the "**Home Visitor Credential**".

4. Select the full home visiting model credential application or Supervisor Credential for which you attend to apply.

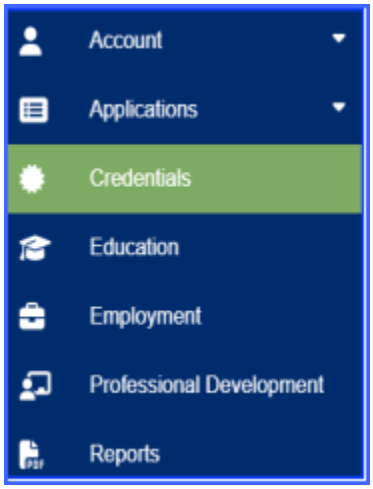


5. Review the application to ensure all professional development and requirements are met. If the professional development section is not complete, go back to ensure that you have uploaded any required training certificates.
6. The **Attachment** section will require you to upload the Credential Checklist and check required Attestations.
    i. The Credential Checklist must be signed and dated by your supervisor before submitting.
    ii. The attachment section is also the place to upload any education or training waivers.
    iii. You can click "**Save As Draft"** and come back to the application if gathering documents.
7. Click "**Submit Application**." Please allow 30 days to process.

Appendix C: Renew a Credential

Professionals must obtain 20 hours of home visiting related professional development to renew their credential every **two years***. The renewal option will be available **60 days** before it expires. Training certificates can be uploaded in the professional development tab of your profile.

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 60 days prior** to the expiration date of your current certification.

3. Follow the steps in the application, which could include uploading completed professional development.

*Professionals implementing the Family Connects Ohio (FCO) model are encouraged to complete on-going professional development, however, they are not required to complete the 20 hours. Instead, the FCO professional can renew their full credential by uploading a current nursing license. The renewal option will be available **60 days** before it expires.