

**EI Service Coordinator Credential  
OAC 5123-10-04(H) Supplemental Information Guidelines**

**Early Intervention Service Coordinator Credential Clarification**

Early Intervention (EI) service coordination agencies may now preemptively provide supplemental information to the Ohio Professional Registry (OPR) to support an appeal of an expected denial of an EI service coordinator credential. This supplemental information must utilize the form that accompanies this communication and document the steps the service coordination agency took to hire someone with the necessary qualifications and how they will support the proposed candidate. The OPR will consider this information along with the other submitted materials (e.g., transcripts, documentation of previous employment) when making a determination of whether to issue the credential

**Supplemental information must address the following:**

- Documentation of a good faith effort to find candidates with education and experience requirements under the rule. For example:
  - Job posted over an extended period of time (e.g., two or more months)
  - Active recruitment efforts (e.g., postings in multiple locations, attendance at job fairs, targeted outreach)
- Documentation of how candidate's existing education and experience can be built upon to support them in being a successful service coordinator. For example:
  - Candidate may have experience in the disabilities field, but not with young children
  - Candidate may have life experience/unpaid experience in case management and/or individuals with disabilities
  - Candidate possesses 60 semester credit hours, but does not yet possess a bachelor's or associate's degree
  - Other evidence that demonstrates the candidate has promise in providing high quality service coordination
- Attestation that the service coordination agency believes the candidate, notwithstanding the lack of experience, can serve as an effective EI service coordinator
- Written plan that outlines how the service coordination agency will support the candidate through professional development, increased supervision, etc. Plan must include activities in the first year that go beyond those already required in rule. For example:
  - Assigning a mentor
  - Limiting the caseload for a period of time
  - Taking some of the trainings earlier than required
  - Increased reflective supervision for a period of time