

EISC and EISC Sup – Initial Credential

Important: Be certain to use Google Chrome or Mozilla Firefox web browsers when navigating the OPR.

Applying for your credential

Sign in to your Ohio Professional Registry (OPR) profile. If you do not already have an OPR profile, and need assistance with creating one, view our [Create OPR Profile Resources](#) webpage for additional details. Do not create duplicate profiles.

Navigate to the Applications section of your OPR profile and click the carrot to expand. Click on the + sign next to the Service Coordinator Credential section to expand the application choices.

The screenshot displays the 'Application Dashboard' interface. On the left, a sidebar lists various application categories, each with an information icon and a plus sign to expand it. The 'Service Coordinator Credential' category is currently collapsed, showing two sub-options: 'Early Intervention Service Coordinator - 1 year' and 'Early Intervention Service Coordinator - 5 year'. The main content area features a table with the following columns: Application Name, Type, Submitted Date, Approved Date, Expiration Date, and Status. The table is currently empty, displaying 'No rows' and 'Rows per page' at the bottom right.

Education Verification

Education Information is pre-populated from your OPR profile, if previously verified. If your educational documents have not been submitted/verified, follow the guidelines below.

Note: Your educational documents MUST be verified before your application can be processed/approved.

College Education -- **NOTE:** OCCRRA does not accept educational transcripts sent directly from colleges and universities. The professional is expected to submit the document(s) to the 'Education' tab themselves. For a college transcript to be verified, the document must contain the information/features outlined below:

- The first and last name on the document must match the information in their OCCRRA profile. If the name does not match, the professional has indicated their "maiden name/alias used" under the "Account" tab.
- Contain a phrase stating that the document is "official" or an "Academic Record."
- The registrar's signature is fully visible.
- If the registrar's signature is not present, the electronic submission cover page showing evidence that it is an official document (ex: eScrip-Safe, Transcript Network, Parchment)
- Visible school seal, logo or features of security paper, such as the word COPY as the watermark.
- Transcript must be issued from an accredited college or university with the name of the college/university on the transcript.
- Accreditation Websites: OPE, CHEA, ACICS, DEAC
- Confer/graduation date clearly marked on the transcript.
- Program or Major Identified

High School/HS Equivalency Education -- **NOTE:** OCCRRA does not accept educational transcripts sent directly from colleges and universities. The professional is expected to submit the document(s) to the 'Education' tab themselves.

- First and last name of the professional must be legibly displayed on the high school diploma.
- Date of graduation (minimum of month and year) of the professional must be legibly displayed.
- include the issuing city (or) county (or) school district (AND) state.
- A signature(s) of school official(s).
- Issued by an approved/accepted high school/local school district or the State Department of Education with school name listed.
- Primary Resources: ODE, Cognia, DEAC, NCES (additional resources available if required)

Training Verification

Prior to submitting your application, refer to the 'Professional Development' section in your OPR profile and ensure that each of the required training courses are visible and verified.

- **Trainings completed ON or BEFORE August 2, 2020**

The professional must manually upload each individual training completion certificate to the 'Professional Development' tab in your OPR account to be reviewed and verified by OCCRRA.

- **Training completion date ON or AFTER August 3, 2020**

These trainings are completed in DODD MyLearning and transmitted to your OPR account, where they are automatically verified.

If you do not see each required training, complete the following tasks:

1. Review your account confirming that your *first name*, *last name*, *email address*, and *OPIN* match in both your OPR account and MyLearning account. Discrepancies with this information may cause delays in verification.
2. If all profile information matches and you still do not have attendance verified, you will need to contact DODD by sending an email to ITS Call Center at ITSCallCenter@dodd.ohio.gov and request verification.

Experience Verification

Note: Non-agency approved major requires at least two years of verified full-time (or equivalent part-time) supervised, paid experience as referenced in rule 5123-10-04. The following document(s) may be used.

[Employer Verification: Early Intervention Service Coordinator Applicant](#)

[Employer Verification: Early Intervention SC Supervisor Applicant](#)

-OR-

An employment letter from EISC agency confirming that the applicant is employed by or under contact with an Early Intervention Service Coordination Agency.

Required Attachments



NOTE: Educational transcripts/diplomas and individual training completion certificates do not and should not be uploaded directly to the application. In the Attachments section upload if applicable:

1. Employment Verification documentation
2. Training Waiver(s) from DODD – not training completion certificates.
3. EISC 5Y –Skills and Competencies Checklist – Add your first and last name and the current date to the document.

Application Status

Refer to your OPR profile often to reference your application status to ensure timely processing.

There are three (3) ways to review your application status:

1. In the ‘Applications’ tab, hover over the  for guidance notes.
2. Click on the flag symbol  in the upper right corner.
3. Check the email that is associated with your OPR account (spam folder also).

Status Descriptions:

Draft – application was started, but not yet submitted for review.



Submitted – application is submitted and waiting for review.

Add'l Info – applicant needs to take additional action to fulfill the requirements of the credential.

Unable to verify – credential cannot be issued.

Approved – credential has been issued or renewed.

If your application is returned with the ‘Add'l Info’ Status, you will need to click on ‘Action,’ then ‘Edit’ to make the necessary adjustments to the before resubmitting.

Application Dashboard						
Application Name	Type	Submitted Date	Approved Date	Expiration Date	Status	
Early Intervention Service Coordinator - 1Y	Initial	2023-02-01 12:22:48 PM	2023-02-02	2024-02-01	Approved 	VIEW
Early Intervention Service Coordinator - 5Y	Initial	2023-08-02 10:31:38 AM			Action Needed 	EDIT

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If additional assistance is still required, contact OCCRRA by sending an email to support@occrra.org.