How to Apply for a Early Intervention Service Coordinator or Early Intervention Service Coordinator Supervisor

1. Create a profile in the Ohio Professional Registry
   https://registry.occrra.org/user/register

2. In your registry profile – upload required trainings to the Training tab

3. In your registry profile – upload required education to the Education tab

4. In your registry profile – access the application via the Applications tab of the registry profile.
   a. If you currently do not hold a credential, select which application you are applying for. You have the option to choose one of the following:
      i. Early Intervention Service Coordinator 1-Year
      ii. Early Intervention Service Coordinator 5-Year
      iii. Early Intervention Service Coordination Supervisor-1-Year
      iv. Early Intervention Service Coordination Supervisor-5-Year
   b. If you are a currently credentialed professional, scroll down to the application menu below, choose the current application that is approved for the current timeframe, click action and select renew. This will take you to the "transition" application that is valid for 5 years.

5. In the application, complete all fields in the Applicant Information sections.

6. In the Training Requirement section, select the corresponding trainings in the drop down. Trainings need to be verified in your profile for them to show up in the drop down.

7. If applicable: in the attachments section upload employment letter for EISC agency or DODD provided employment verification form stating applicant is employed by or under contract with an Early Intervention service coordination agency.

   If applicable: 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.
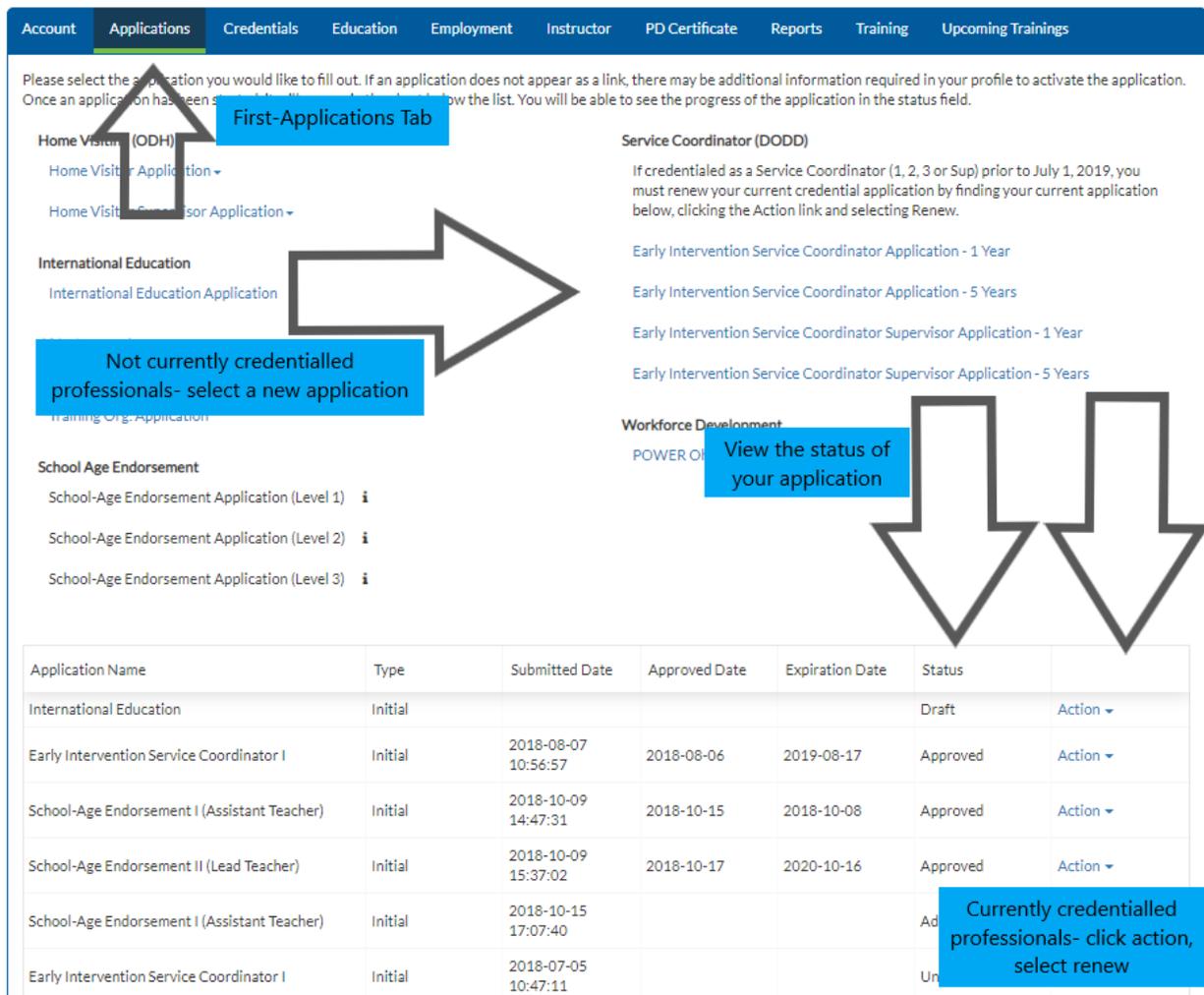
   If applicable: Training waiver(s).

8. Click on Submit Application

For information about the application's verification process, refer to the Status in the Applications tab for information. *The application chart WILL NOT display when using Internet Explorer, therefore we require use of Google Chrome or Mozilla Firefox.

The following Status may display:

1. Draft – application was started, but not submitted for review
2. Submitted – application is submitted and waiting for review
3. Unable to verify – credential cannot be issued
4. Approved – credential has been issued or renewed
5. Add'l Info – applicant needs to take additional action to fulfill the requirements of the credential. Hover over the "i" for guidance notes.