



Frequently-Asked Questions:
Early Intervention Service Coordinator and
Service Coordination Supervisor Credentialing
5123-10-04

NOTE: We received many questions that were similar and resulted in the same answer. For purposes of condensing the document, these have been combined.

EISC and EISC Supervisor Credential Applications and Renewals

Q: How will **current credentialed SC AND SC Supervisors renew under new rule?**

A: Regardless of current credential level (the current SC could be a I, II, or III), each level will be eligible for the 5 year ***at the time of their renewal.***

If you have a current SC/ SC Supervisor credential, that credential is in effect until it expires. To receive the 5- year “transitional” EISC/EISC supervisor credential, one must document completion of 20 hours of professional development during the previous two years **AND** must document completion of the following required professional development:

- a) Introduction to early intervention services
- b) Mission and key principles of early intervention
- c) Family centered early intervention practices
- d) Individualized family service plan overview (REVISED – highly recommended since this will cover the new IFSP form)
- e) Mandated reporting of suspected child abuse or neglect (NEW)
- f) Service coordination duties and processes (NEW)
- g) Parent rights and procedural safeguards in early intervention (NEW) and
- h) Infant and toddler development (NEW)

These modules count towards the 20 hours of PD required as long as they were completed within the previous two years. If one took Intro to EI in 2016, they can submit that certificate to verify completion of the course, but that won't count for professional development during the two-year renewal period (2017-2019).

Most who currently hold a SC credential will have already completed many of these trainings, and **they do not need to be re-taken.** However, we strongly encourage taking the IFSP Overview since it has been revised to cover the new IFSP form. **The new modules will be available on MyLearning July 1, 2019.**

Once issued the *first* 5-year SC Supervisor credential, 50 hours of professional development must be completed within that 5-year period. Hours spent completing the new Principles of

Service Coordination course can be used to help meet the 50-hour requirement. Or, one can choose to “test out” of the course. However, one would still be required to take 50 hours of department approved professional development. You will also be required to have a skills inventory completed. 5123-10-04 (E) (3) (a) (i-ii)

Summary:

- Current credential in effect until it expires – (20 hours of professional development, eight required modules)
- Transitional 5-year EISC credential (20 hours of professional development, eight required modules)
- Renewal of 5-year EISC credential (POSC – complete or test out, 50 hours of professional development)

Q: The modules don't count towards professional development hours?

A: After checking with rule, we have determined that the 8 modules can be used toward EISC professional development training credit if taken within two years prior to credential renewal.

Q: Is the principles of SC that was mentioned a new training and is this in-person? Where is this available to sign up, and do we take it even if we've taken principles of SC before?

A: This is a revised POSC online course. All existing EISC's will be required to take the course or pass the competency tests. 5123-10-04 (E) (3) (b) (i-ii). There is one in-person session in Franklin Co during the first module of the course, but the remainder is online. Schedules will be posted soon.

Q: I want to clarify who all principles of service coordination is required for and it is 80 hours correct?

A: The new POSC course will be required for "new" or initial applicants (5123-10-04 (C) and (D)). The POSC course is also required for those who will hold the transitional 5-year EISC and EISC Supervisor credential. (5123-10-04 (E)(F)). The POSC course will provide 80 hours of professional development credit. 5123-10-04 (C) (2)(a) (iii).

Q: If you test out of the principles of SC training, do you still receive PD units? Also, is the training available now or will it be available on July 1st?

A: PDUs are not provided if you test out. We are piloting the POSC course, including the testing out process and will launch in July 2019.

Q: Does a new EISC have the option of testing out of the Principles of Service Coordination course?

A No. Only EISC's with an existing credential on 07/01/2019 have the option of testing out of the POSC Course. 5123-10-04 (E) (3) (iii). The requirements for new EISCs are listed in 5123-10-04 (C)(2)(a)(iii)

Q: With the new rule, as Supervisor, do we need to continue to carry SC1 and Supervisor?

A: You will need the EISC Supervisor credential only. The EISC Supervisor credential allows EISC Supervisors to provide EISC services to families.

Q: Do the 4000 hours worked to renew a five-year EISC credential have to be as a Service Coordinator? I am credentialed but work as the EI SLP.

A: The 4000 hours must be obtained while working as an EISC **OR** as a provider of EI services vis IFSP 5123-10-04(C)(2)(b)(i)

Q: I work part time. Do I still need 4000 hours to renew?

A: Yes 5123-10-04 (C) (2) (b) (i). The 4,000 hours must be over the most recent 5-year period.

Q: How do you verify the 4,000 working hours/submit them to DODD?

A: Your working hours will be verified via attestation from your employer. DODD is developing a sample attestation form that employers may use. If they do not use the form, they can provide a letter stating that at least 4,000 hours was worked by the EISC.

Q: Is there a difference between the work experience required for the 1 and 5-year EISC supervisor credential? I thought the 1-year slide said 3 years, but the 5-year slide says 2. Did I misread this?

A: There is no difference. To obtain an initial EISC Supervisor credential and if you have a non-related bachelor's degree you must have **three** years of verified full-time or equivalent part time work experience in supervision, service coordination, case management and/or working with children who have delays or disabilities that have a high probability of resulting in a developmental delay and their families. 5123-10-04(D)(1)(b)(ii) and 5123-10-04 (D)(2)(a)(i)(b)

Q: Can a checklist for each type of renewal be created that supervisors can use to help keep SC's on track?

A: We have a table available; it was included with the handouts provided with this webinar and will be posted to the EI website under Providers - Credentialing.

Q: Will OCCRRA send an email when credential is near expiration?

A: Yes. We have asked them to do that. But remember monitoring credential expiration dates falls on the credentialed professional - make sure to track your PDU's and other requirements.

Denial of Credential Applications

Q: Why would an application be denied?

A: Paragraph (I) talks about denial and revocation of a credential. Denial of an application is discussed in paragraph (H). A credential can be denied or revoked for EISC or EISC Supervisor if a person commits one of the crimes outlined in 5123-10-04 (I) (10 (2 a-f))

Professional Development

Q: Are any particular trainings needed to renew supervisor credential?

A: Professional Development must be related to EI and your role as an EISC/EISC Supervisor. Trainings must be preapproved as professional development 5123-10-04(B) (12). The application for training credit approval is found on the Ohio Early Intervention website (under Providers-Credentialing). Professional Development opportunities can be found on the Ohio Early Intervention website, in the DODD bi-weekly communications, and on [OCCRA's website](#).

Q: For those of us that hold education licenses through the department of Education will professional development hours count toward renewing that?

A: Please contact ODE regarding training approved outside of ODE-approved trainings.

Q: Do we continue to upload our certificates to OCCRRA or in My Learning?

A: You will still need to upload your training certificates on OCCRRA.

Q: Do DSs have to have an OCCRRA account as well?

A: No. DS are credentialed through DODD provider certification unit.

Q: Do you know the specific person to contact if our information is incorrect in OCCRA and we need to ask questions/request changes?

A: Contact credential@occrra.org. Two staff monitor that mailbox and usually respond quickly.

Q: The My learning you are speaking of, is this in OhioTrain or did I hear you say there is a new process in the DODD system?

A: We are switching over from OhioTRAIN to DODD's Learning Management System, MyLearning on 7/1/19. We will send instructions in a Program Update in May. You can also find them on the Early Intervention Website under [Providers-Early Intervention Rules 2019](#). We highly encourage you to register now.

Q: Does earlier completion of Reflective Supervision training count or do we have to complete it again?

A: You do not need to retake reflective supervision if you already have taken this training. You will need to ensure your training certificate is uploaded into your OPR account (OCCRRA)

Reflective Supervision Documentation

Q: Does the reflective supervision need to be one on one or can it be in a group setting? Does the EI team meeting count toward this requirement?

A: It can be in a group setting or individually, as long as the requirements of 5123-10-04 (B) (13) are met.

Q: Is it the responsibility of the SC or Supervisor to document the supervision?

A: It is the responsibility of the EISC Supervisor to document reflective supervision. 5123-10-04 (13) (c).

Q: Will there be a format to documenting supervision or tracking reflective supervision?

A: Yes, the EISC Supervisor is responsible to track reflective supervision. We are working on obtaining sample forms. 5123-10-04 (B) (13) (c). Once available, we will post on the EI website.

Q: Can you provide the rule concerning the supervision requirement, so I can look it up after this training?

A: 5123-10-04(B) (13)

Q: Rule only addresses to document dates and times of supervision, but you just stated that we should document the required components of reflective supervision. I'm confused!

A: Rule requires only that dates and times be recorded. 5123:10-04 (B)(13)(c) However, in order to recall conversations, it is recommended that supervisors maintain additional notes.

Supervisor Serving as EISC

Q: I am an SC Supervisor in a small county. I have also kept up the SC credential in case someone would leave, and we needed to someone to cover. I do not have the 4000 hours as a SC. If I only have the EISC Supervisor credential, would I still be able to see families if needed to cover while looking for someone?

A: Yes, you can provide EI services to families if needed. EISC Supervisors' work hours are counted as EISC work hours. An EISC Supervisor does not need an EISC Credential to serve as EISC.

Skills Inventory

Q: Where can we find the new skills inventory?

A: We have revised it and will post the new version to the website under Providers-Credentialing-Service Coordinator.

Q: If you have completed the old checklist, do you need to do the new one before you can get the 5 yr renewal?

A: In order to receive a 5- year credential, the revised EISC skills inventory is required of EI SCs and supervisors of EI SCs who received their first credential on or after July 1st, 2019. The EISC skills inventory is not required for those EISCs and supervisors of EISC who held credentials prior to July 1, 2019.

Q: Can you provide the rule for supervision documentation requirements?

A: Yes 5123-10-04 (B) (13)

Q: Do current EISC s that test out of modules still need to complete the Skills Competencies checklist?

A: No. You can only test out if you held a credential prior to rule change on July 1, 2019.

Caseload Size

Q: So, there is no differentiating between SC 1 and 2 once new rule goes into effect? Does that open a SC 1 caseload beyond the limit of 30?

A: New rule does not address EISC caseload sizes. There is no more SC 1,2, 3 when new rule goes into effect on 07/01/2019. There will be a one year and a five-year credential. 5123-10-04 (C) (1 & 2).

Education Requirements

Q: Why are we downgrading the educational requirements for the EI service coordinator?

A: Current rule required SCs to have at least an Associate degree related to working with women and children. This is mirrored in new rule.

Q: The degree requirements are aren't much different than previous rule requirement.

A: A significant change is that we now consider applicants with non-related degrees for an EISC and EISC Supervisor credential provided they have a specific number of work experience hours and paid work experience in case management or working with families with delays or disabilities. 5123-10-04 (C) (1) (b).

Preparing for New Rule Implementation

Q: Speaking of prepping for the new rules, are we good to use the forms that are being proposed with new rule as final versions to be ready to roll with on July 1?

A: Please begin using 7/1/19. We also recommend creating an account with MyLearning. You will do so through the DODD portal. If you already have a DODD portal account (like EIDS), you don't need another account. You will use the same login and password used for your other account. Instructions will be sent in a Program Update. You can also find them on the EI website under Providers- EI Rules 2019.

Other

Q: Are there requirements for contract managers in new rules?

A: New rule does not address the contract manager position.

Q: Where can I find the new forms?

A: They are currently under About – Proposed Rules. We plan to post them on the Forms page when they take effect 7/1/19.

Q: Why does it say birth to age 2 and not 3?

A: EI is from birth *through* age two. If we said until 3 it would mean we would actually serve children through age 4!

Q: So, should the SC sign as an EISC on their case notes instead of SC?

A: Yes.