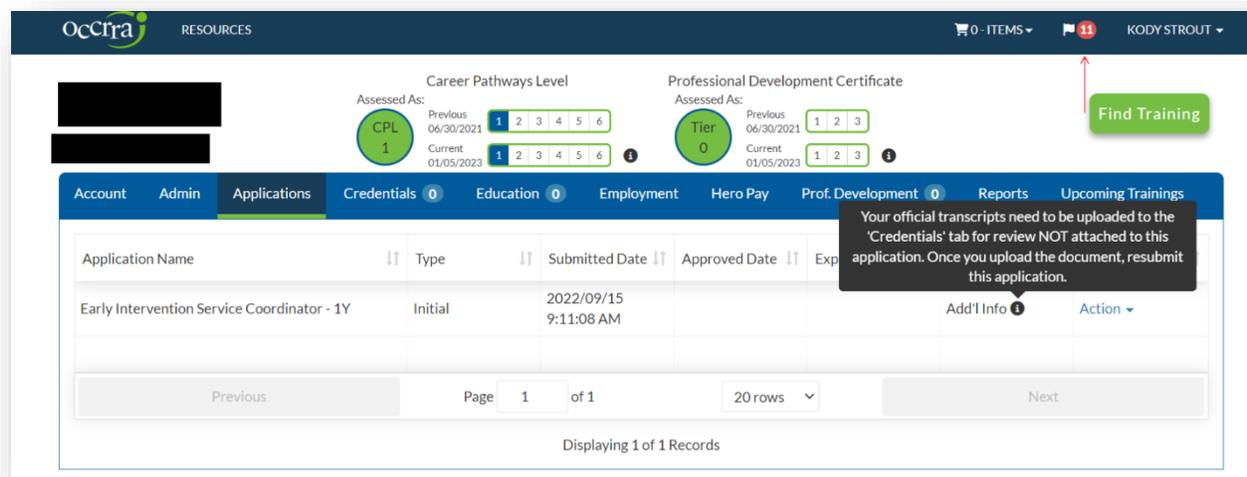


How to Check the Status of Early Intervention Service Coordinator Applications in OCCRRA

There are **TWO** ways for professionals to check the status of their application:

- 1) After logging into your OCCRRA account, select the "Applications" tab and hover your mouse over the "i" icon. This will activate the notification informing you of the next steps toward approval, as seen in the screenshot below.
- 2) Anytime an application status changes, the system also sends a separate notification, which is indicated in the upper right corner of the profile beside the "flag" icon. A red circle will also appear to the right of the flag, serving as a visual indicator that you have received an update. At that point, you should then refer to the 'Applications' tab to review the specifics, as discussed previously.



The screenshot displays the OCCRRA user interface. At the top, the user is logged in as KODY STROUT. The main navigation bar includes tabs for Account, Admin, Applications, Credentials, Education, Employment, Hero Pay, Prof. Development, Reports, and Upcoming Trainings. The Applications tab is active, showing a table with one application: "Early Intervention Service Coordinator - 1Y". The application is in "Initial" status, submitted on 2022/09/15 at 9:11:08 AM. A notification bubble is visible over the application, stating: "Your official transcripts need to be uploaded to the 'Credentials' tab for review NOT attached to this application. Once you upload the document, resubmit this application." The notification bubble has an "Add'l Info" link and an "Action" dropdown. The bottom of the page shows "Page 1 of 1" and "Displaying 1 of 1 Records".

Professionals should continuously log in to their OCCRRA account daily for "Application Status Change" notifications for **30 days** post submission. Although applications are often approved in sooner than 30 days, this is the best proactive approach for monitoring whether the application was either "approved" or returned with an "Add'l Info" status. This will assist with processing and issuing credentials a timely manner.

For additional support: email support@occrra.org and type "EISC credential" in the subject line. Be sure to include your OPIN in the body of the email.