



## Department of Children and Youth Memo 25-004

**TO:** Certified Developmental Specialists  
Ohio Association of County Boards  
CBDD Superintendents  
Early Intervention Contract Managers

**FROM:** Diane J. Fox, Deputy Director

**DATE:** January 10, 2025

**SUBJECT:** Changes to the Certification Process for Developmental Specialists

### **Purpose**

The purpose of this communication is to inform certified Developmental Specialists (DS) of the upcoming changes to the Developmental Specialist certification process.

Beginning on March 1, 2025, DODD Provider Certification will no longer process and issue DS certifications. This responsibility and process will transition to DCY through a contract with the Ohio Child Care Resource and Referral Association (OCCRRA) utilizing the Ohio Professional Registry (OPR). OCCRRA currently processes and issues Early Intervention Service Coordinator (EISC) and EISC Supervisor credentials via the OPR.

### **Implementation**

We understand that this announcement constitutes a major change from the way that DS certification has been conducted in the past. To prepare for this change, and to support Ohio's Developmental Specialists, the Early Intervention team is arranging for the following supports to be available by mid-February:

- Detailed guidance documents containing instructions regarding:
  - How to create an Ohio Professional Registry account.



- How to apply for and/or renew a DS certification in the Ohio Professional Registry.
  - The contact information of personnel who can assist with questions.
- A webinar that will walk Ohio's Developmental Specialists through the changes.
  - This webinar will take place on February 13, 2025, at 10AM. [Click here to register](#) for the webinar.
  - This webinar will be recorded and made available on the EI website.
- A process to collect and address all questions regarding this change.

As we are making these changes internally in preparation for the official change on March 1, 2025, please review the following guidance for Developmental Specialists:

- **There will be no changes to DS certification rules, education requirements, or training requirements.** The only thing that will be changing on March 1, 2025, is the manner in which the DS application and supporting materials are submitted. [Click here](#) to review the DS certification education and training requirements.
- The last date to submit a DS certification/renewal application through DODD Provider Certification (the current process) will be **February 28, 2025**. All applications completed after this date must be submitted via the new process using the Ohio Professional Registry platform.
- All current DS certification holders should apply to renew their DS certification no fewer than 30-45 days prior to the expiration date of their current credential. This means that any current DS certification holder whose certification expires prior to April 1, 2025 must apply to renew their DS certification through DODD Provider Certification by February 28, 2025.

To submit a DS certification/renewal application prior to March 1, 2025, use the applicable form on the Early Intervention website. [Click here](#) to view the Developmental Specialist landing page on the Early Intervention website.

To create a profile in the OPR, review information by [clicking here](#). We will also provide instructions for account creation during the webinar on February 13, 2025.

Be sure to keep an eye on the EI Program Update communication in the [DCY Tuesday Times](#), as well as the [Developmental Specialist Certification](#) page on the EI website, for additional



communication and information regarding these upcoming changes and any potential changes to this tentative timeline.

**Contact**

If you have any questions or concerns, contact Anni Monks at  
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