Developmental Specialist Certification

Updates to the Application Process

February 13, 2025

Anni Monks, Early Intervention
Professional Development Specialist

MIKE DEWINE
GOVERNOR OF OHIO

Ohio THE HEART OF IT ALL™

HOUSEKEEPING

Q&A: Please type all questions into the Q&A box.

CPDUs: There are no CPDUs for the informational webinar.

Recording: This webinar is being recorded and will be posted to the EI website, along with the PPT slides.

Tech Tips:

- Use computer audio *(arrow beside the mute button)*
- Use headset if having audio problems
- Close other apps
- Log out and back in Zoom
- Dial in (option listed on webinar invitation)

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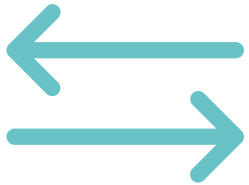
AGENDA



Overview of Upcoming Changes

Overview of Ohio Professional Registry (OPR) functionality

Action Items

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WHAT IS THE OHIO PROFESSIONAL REGISTRY (OPR)?

- A part of the Ohio Child Care Resource and Referral Association (OCCRRA)
- One-stop-shop for early childhood professionals.
- Users create their own profiles to track, upload, and submit their important documents.
- DCY has partnered with OCCRRA to develop the Developmental Specialist (DS) application within the OPR.
  - This process is currently being utilized by EISCs and EISC Supervisors.
- A thorough OPR DS Application User Guide, containing screenshots and instructions, will be made available in the coming weeks.

IMPORTANT NOTES

WHAT IS **NOT** CHANGING

- The background, education, and professional development requirements for each level and Track of the Developmental Specialist certification.

See:

- Rule 5123-10-05
- Developmental Specialist certification At-A-Glance

WHAT **IS** CHANGING

- The ***method*** by which DS applicants submit their application and documentation of requirements.
  - The last day that DODD Provider Certification will process DS applications will be **February 28, 2025**.
  - Beginning on **March 1, 2025**, DS applicants will apply for their certifications using the OCCRRA platform.

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IMPORTANT NOTES

- The DS application will not be visible in the OPR until March 1, 2025.
- Current Developmental Specialist certifications will maintain their current expiration date.
- When you are ready/due to renew your certification (at least 30-60 days prior to expiration), you will do so inside your OPR profile.

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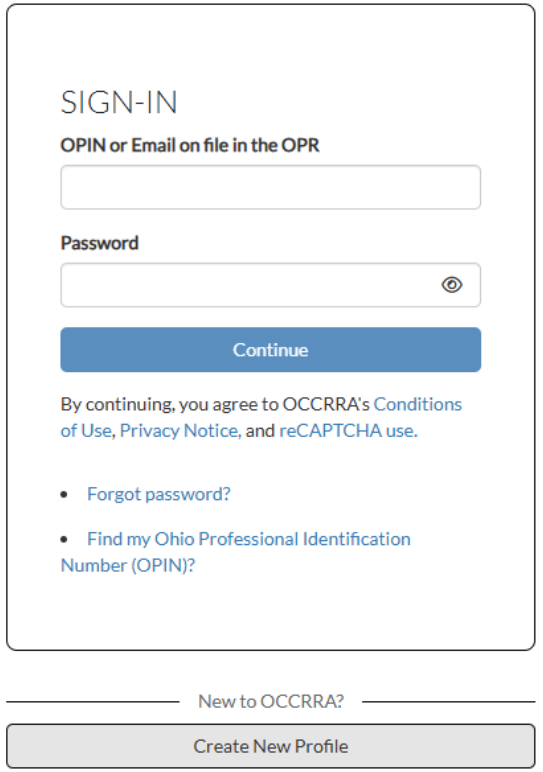
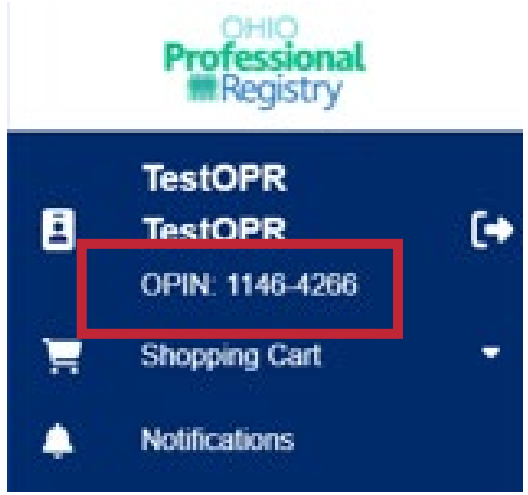
SETTING UP AN OPR PROFILE

- All Developmental Specialists should create an account in the OPR as soon as possible.
- If you already have an OPR profile, you do not need to create a new profile.
- After you create a profile, you will be assigned an Ohio Professional Identification Number (OPIN). **Be sure to write this 8 digit number down for your records**.
- Click here to access a User Guide for creating an OPR profile.
- https://registry.occrra.org/#/





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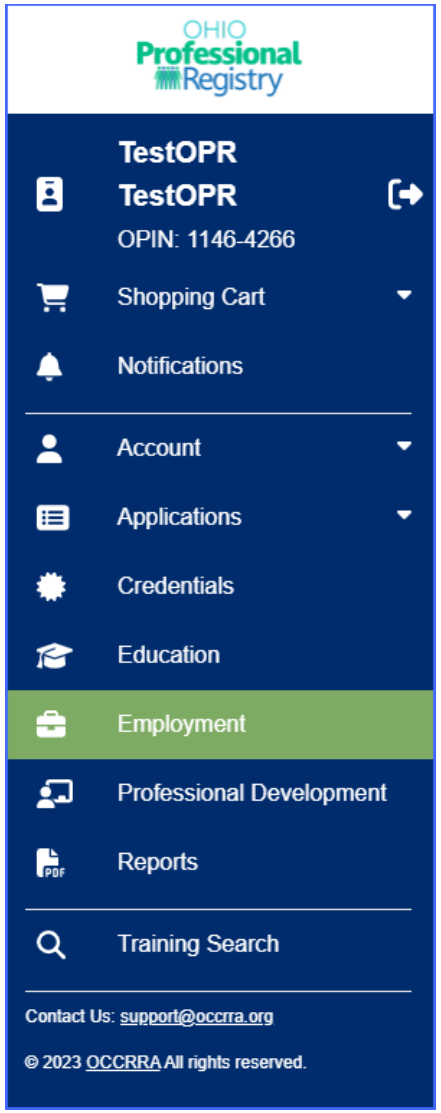
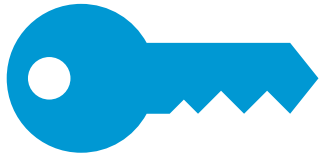
ADDING EMPLOYMENT TO YOUR OPR PROFILE



- The next step is adding your employment as a Developmental Specialist.
- All DSs should complete this as soon as possible.



Valid Employment as DS

DS Application in the OPR

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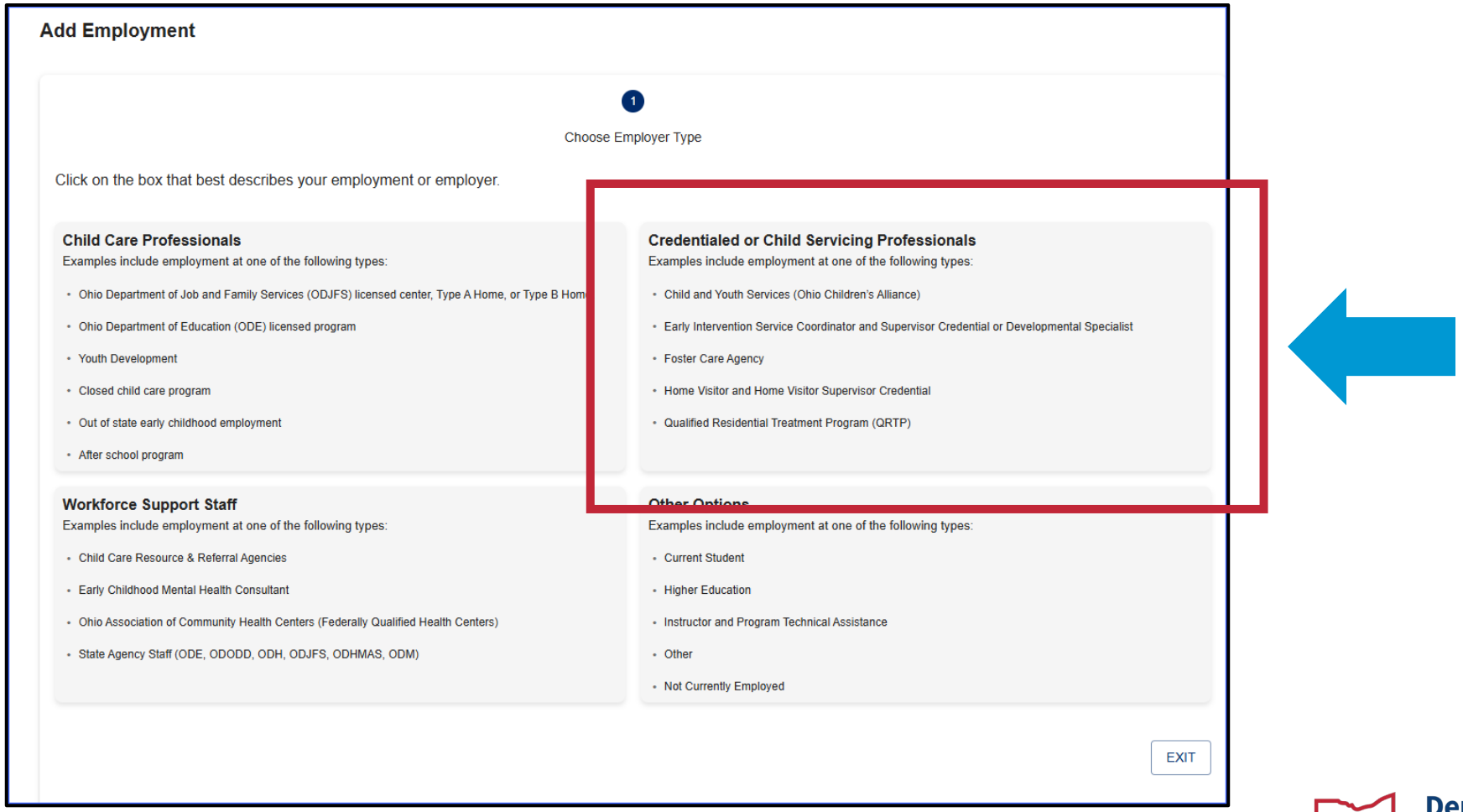
ADDING EMPLOYMENT TO YOUR OPR PROFILE



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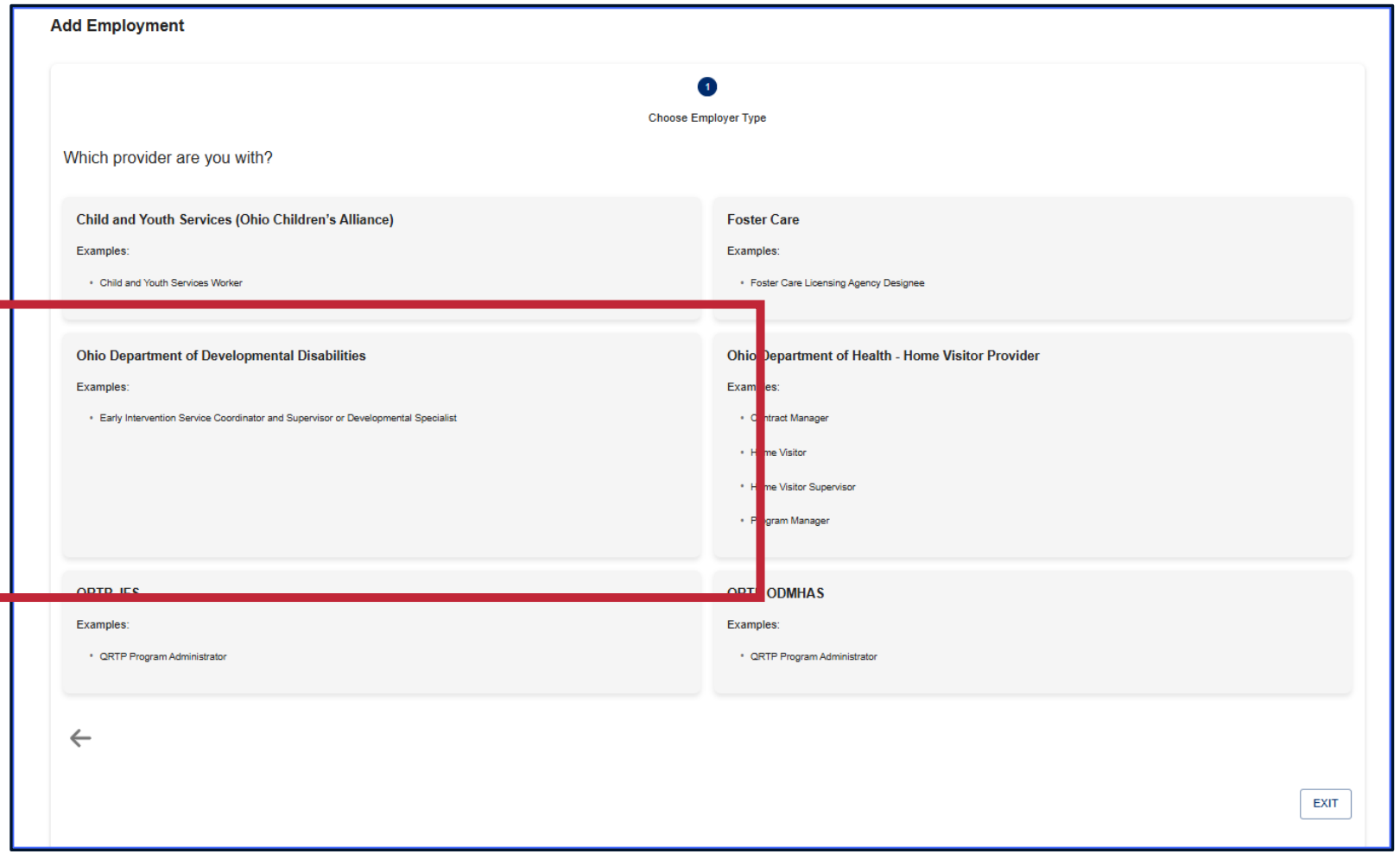

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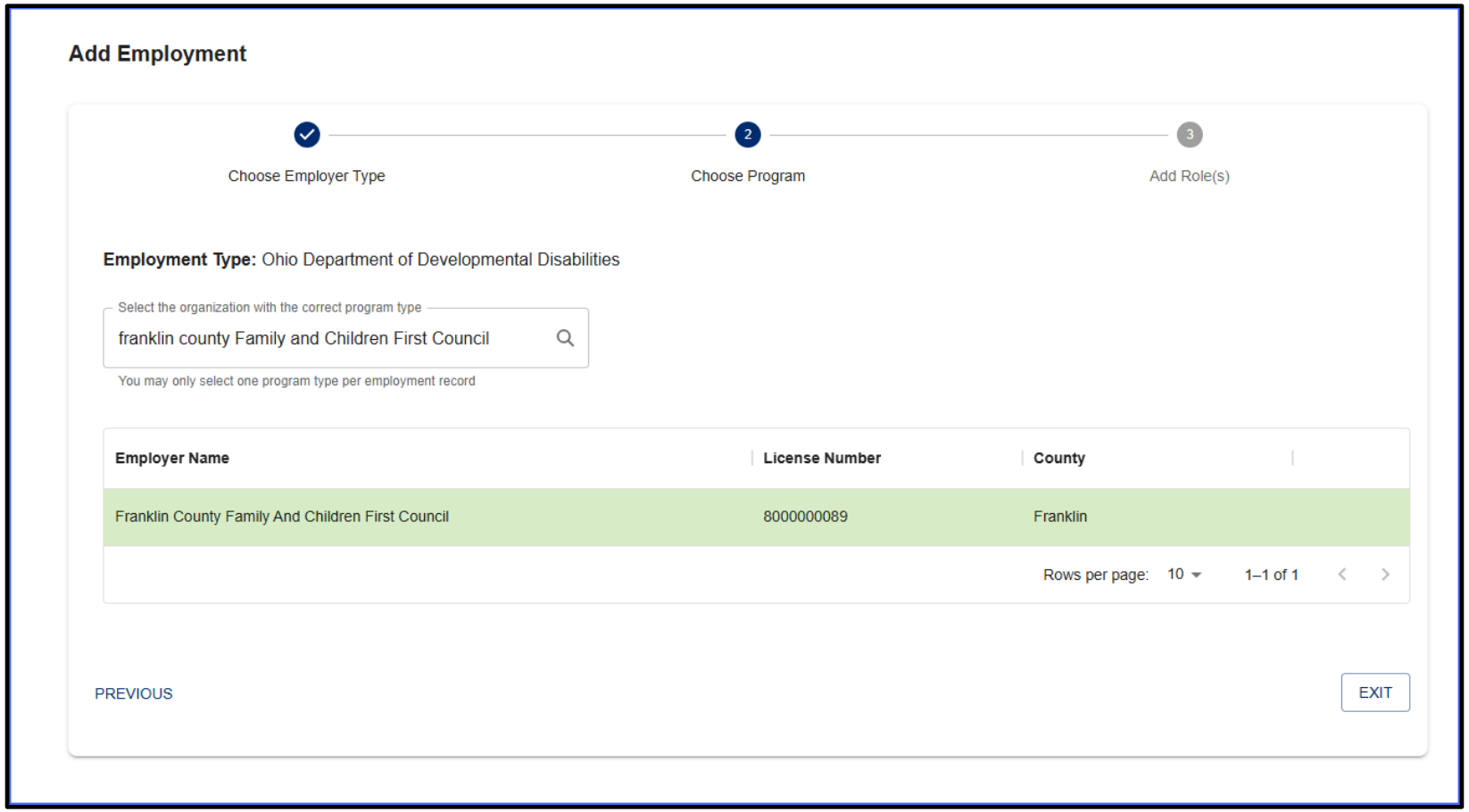

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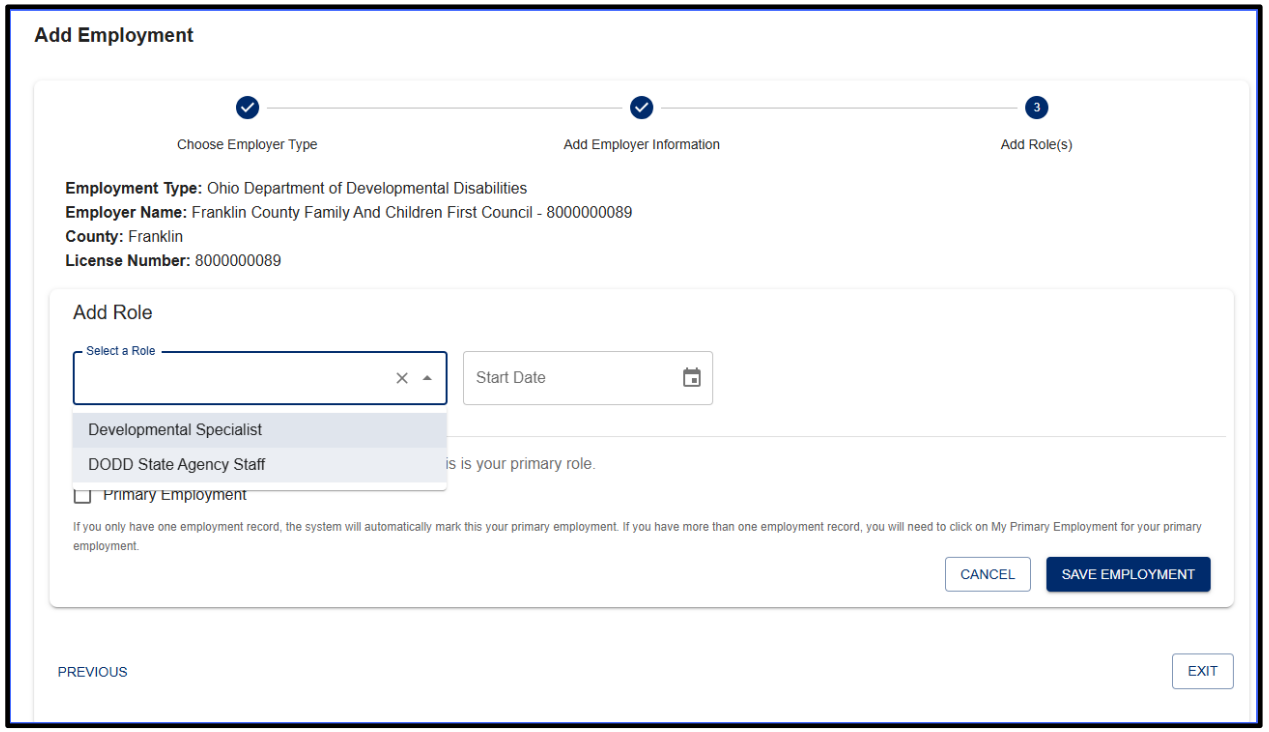

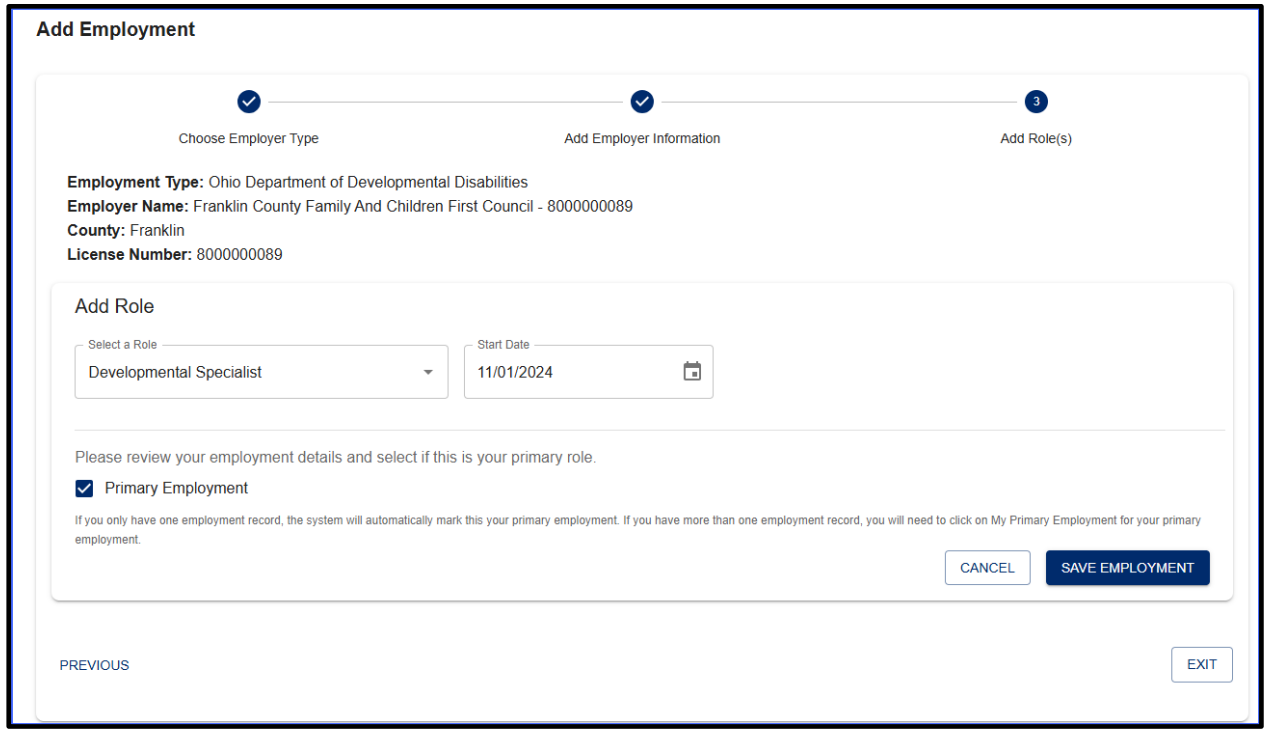

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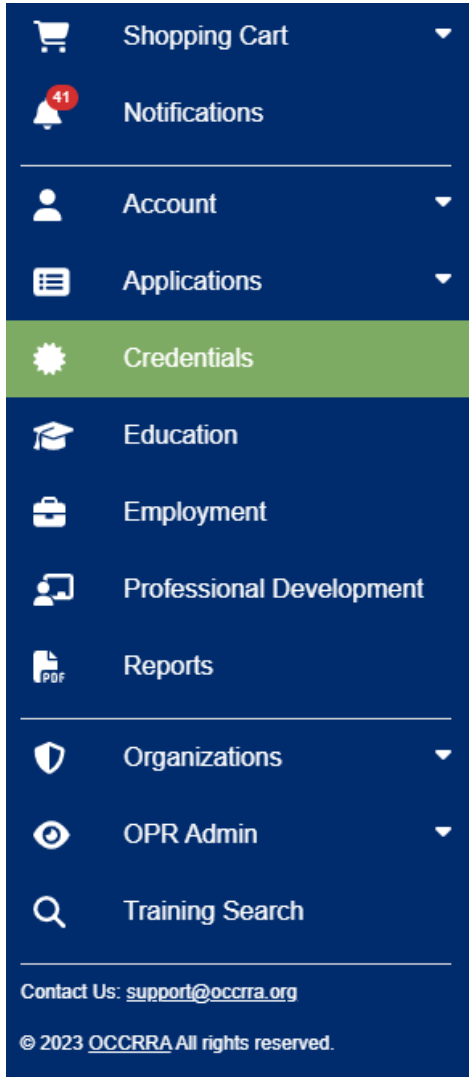
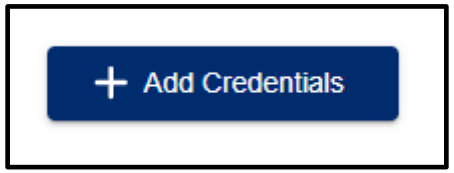
ADDING YOUR CURRENT DS CERTIFICATION TO YOUR PROFILE



- **All currently certified DSs must upload their DODD-issued DS certification into the Credentials section of their OPR profile as soon as possible**.
  - This will allow the OPR system to notify you 90 days prior to the expiration date of your certification.
  - This will allow application reviewers to know if/when you are eligible to apply for a renewal or for the next level of the DS certification, and what requirements to look for in your application.



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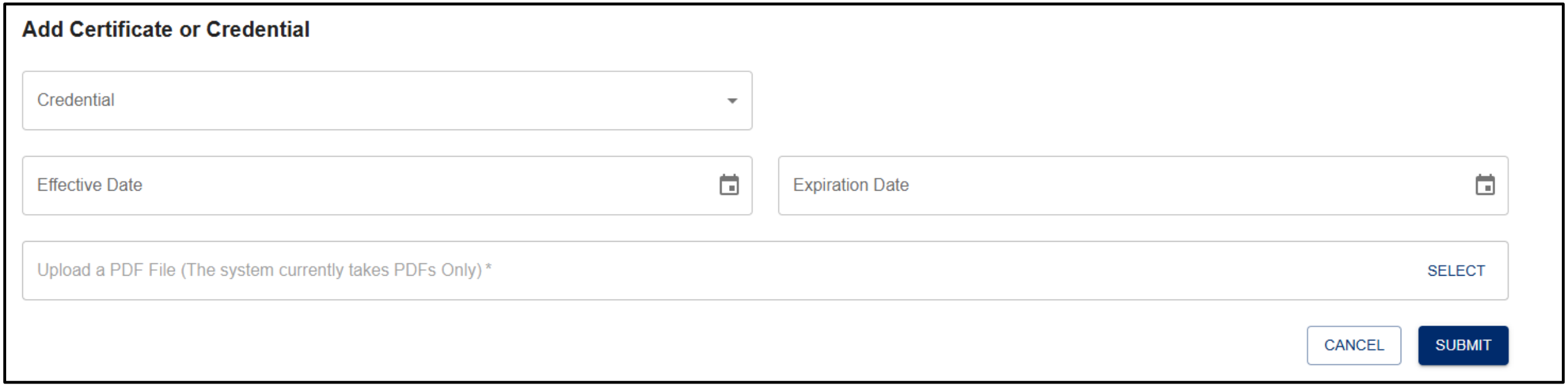
ADDING YOUR CURRENT DS CERTIFICATION TO YOUR PROFILE



[Click here to access the database to search for your DS certification.]

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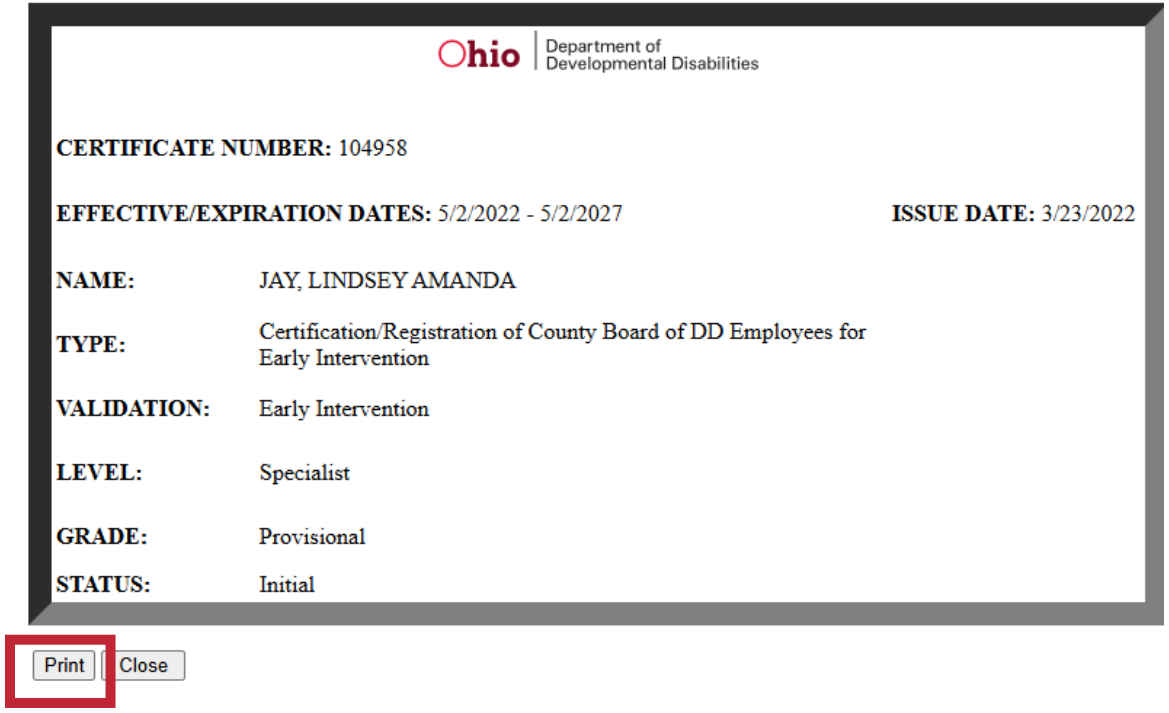
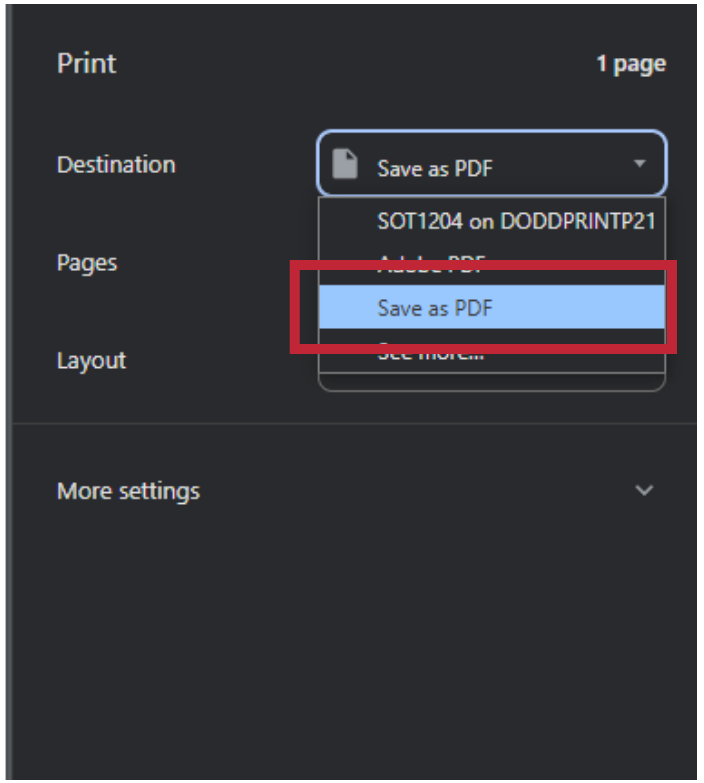
CONVERTING YOUR DS CERTIFICATION TO PDF





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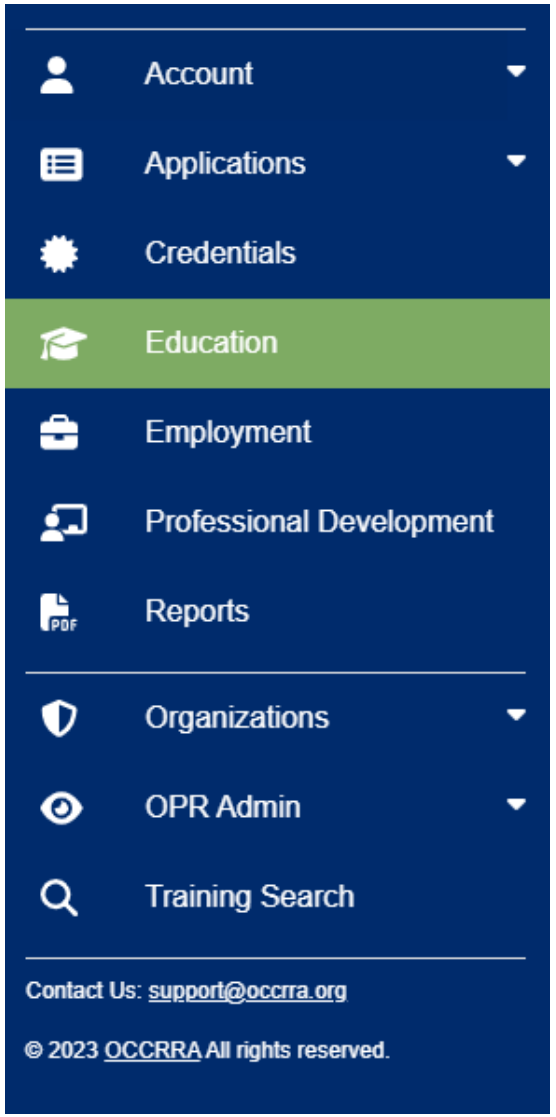
EDUCATION SECTION



- In this section, DSs will upload and submit their college transcript for review and verification by OCCRRA staff.
- DSs should obtain and upload their college transcripts as soon as possible to account for processing time.

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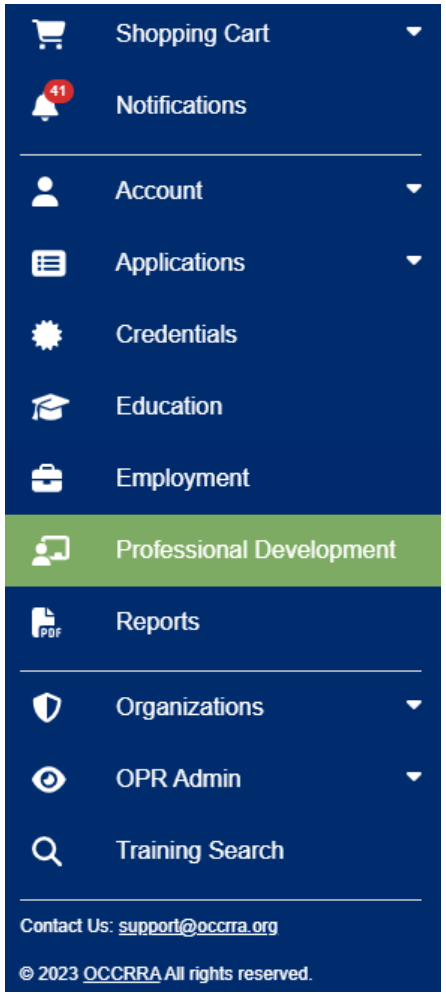
EDUCATION SECTION

- Official Transcripts must include:
  - Visible registrar signature
  - All pages of the transcript
  - School seal, logo, or features of security paper
  - Issuance by an accredited college or university
  - Confer date (graduation date)
  - Major or program of study
  - Degree type achieved

PROFESSIONAL DEVELOPMENT SECTION



- This section will store the record of completion for courses and trainings you have taken.
- More information about this section will be provided in the OPR DS Application User Guide.

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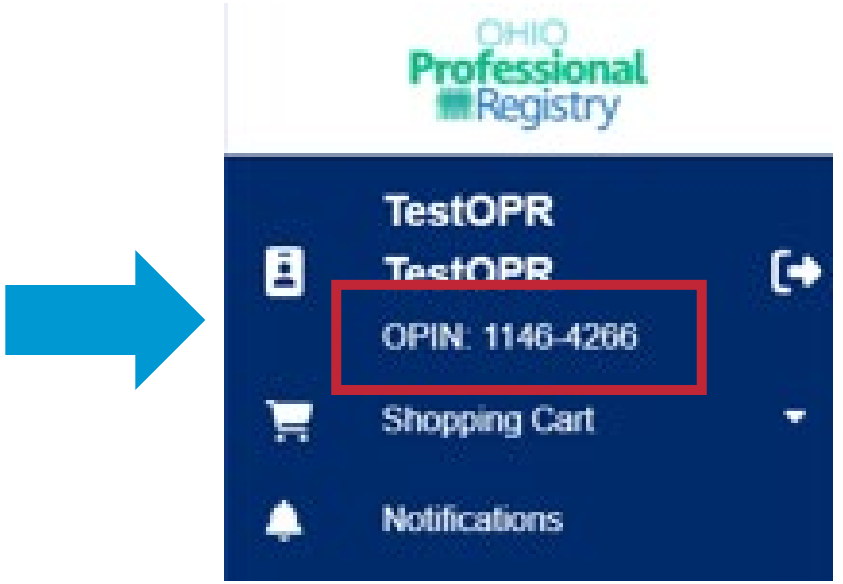
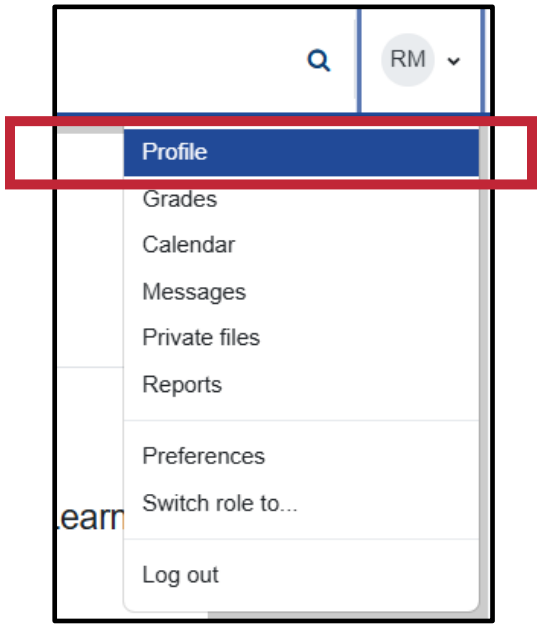
MYLEARNING TRAININGS

- MyLearning and the OPR are connected through an interface.
- Courses completed in MyLearning will automatically transfer to the OPR Professional Development tab within 48 hours of course completion.
- There is no need to manually upload your own MyLearning course certificates into the Professional Development tab.
- This connection only works if the user's OPIN is programmed into the user's MyLearning account profile.
    - Ensure that you **write down your OPIN** for your records.



PROGRAMMING YOUR OPIN IN MYLEARNING

1. Log into your MyLearning account.
2. Click the drop-down arrow beside your name in the upper right corner of the page and select “Profile.”
3. In the top right corner of the “User details” section, select “Edit profile.”



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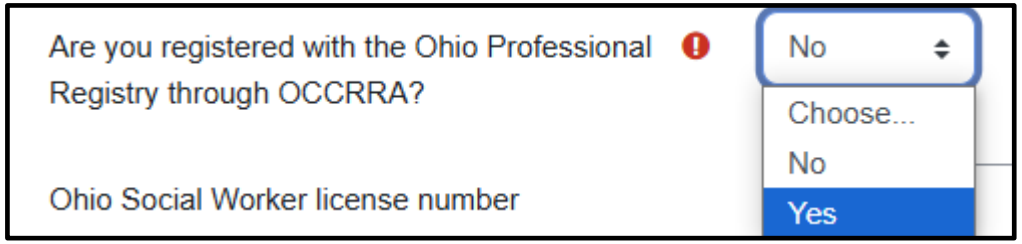
PROGRAMMING YOUR OPIN IN MYLEARNING

4. Change your answer to the question “Are you registered with the Ohio Professional Registry through OCCRRA?” from “No” to “Yes.”



5. Enter your 8-digit OPIN, including the dash.

PROGRAMMING YOUR OPIN IN MYLEARNING

Current Developmental Specialists

Program your OPIN into MyLearning as soon as possible.

New Developmental Specialists

Program your OPIN into MyLearning **PRIOR** to completing any required MyLearning trainings.

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MYLEARNING TRAININGS

MyLearning Courses Completed PRIOR to MyLearning OPIN Programming

- MyLearning courses will not transfer retroactively after programming your OPIN into MyLearning.
- You will be able to upload your MyLearning transcript directly into the DS application.

MyLearning Courses Completed AFTER MyLearning OPIN Programming

- Courses completed **AFTER** OPIN programming in MyLearning should transfer within 48 hours to OCCRRA.

WHAT TO DO NOW

Create an OPR profile.

Add your Employment to the Employment tab.

Add your current DS Certification to the Credential tab.

Upload your official college transcript to the Education tab.

Program your OPIN into your MyLearning account.

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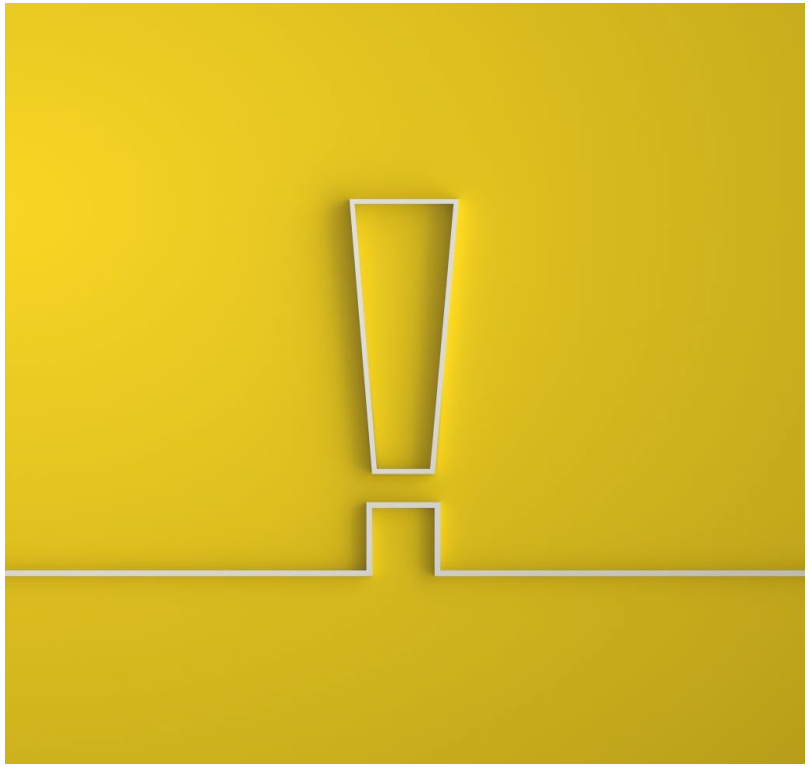
REMINDER

- The last day to submit your DS certification application to DODD Provider Certification is **February 28, 2025**.
- The first day that the DS certification application will be live in the OPR **is March 1, 2025.**



RESOURCES

Ohio Early Intervention Developmental Specialist landing webpage:

https://ohioearlyintervention.org/credentialing/developmental-specialists

OCCRRA website:

https://occrra.org/

Sign Up for the DCY Tuesday Times (contains link to the EI Program Update):

https://content.govdelivery.com/accounts/OHDCY/bulletins/3ce57d7

CONTACT INFORMATION

For questions related to Developmental Specialist Certification, upcoming changes to the application process, and other EI professional development inquires, contact:

Anni Monks

Early Intervention Specialist – DCY Bureau of Professional Development

Rhiannon.Monks@childrenandyouth.ohio.gov

For questions regarding technical issues in the OPR, such as lost password, profile settings, etc. contact:

OCCRRA Help Desk

Support@occrra.org

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