

Developmental Specialist Certification

Updates to the Application Process

February 13, 2025

Anni Monks, Early Intervention
Professional Development Specialist



MIKE DEWINE
GOVERNOR OF OHIO



HOUSEKEEPING

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

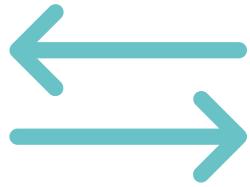
CPDUs: There are no CPDUs for the informational webinar.

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)

AGENDA



**Overview of
Upcoming
Changes**



**Overview of Ohio
Professional Registry
(OPR) functionality**



Action Items



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.

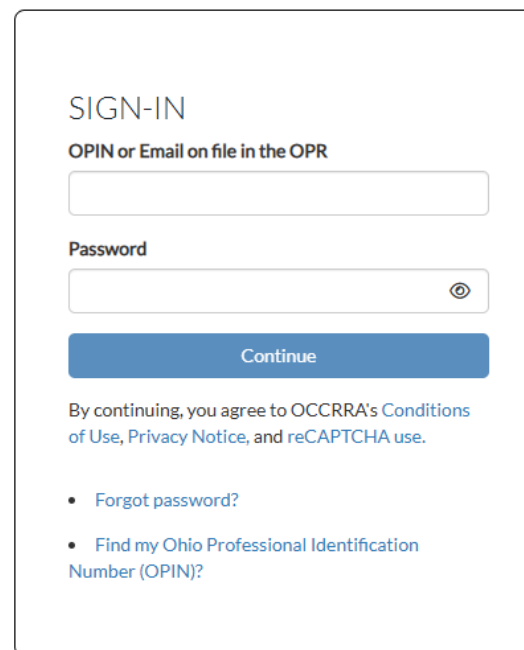
IMPORTANT NOTES

- 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.



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/#/>



SIGN-IN

OPIN or Email on file in the OPR

Password

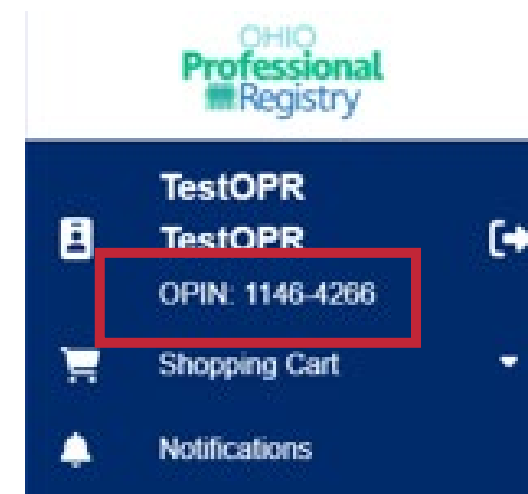
Continue

By continuing, you agree to OCCRRRA's Conditions of Use, Privacy Notice, and reCAPTCHA use.

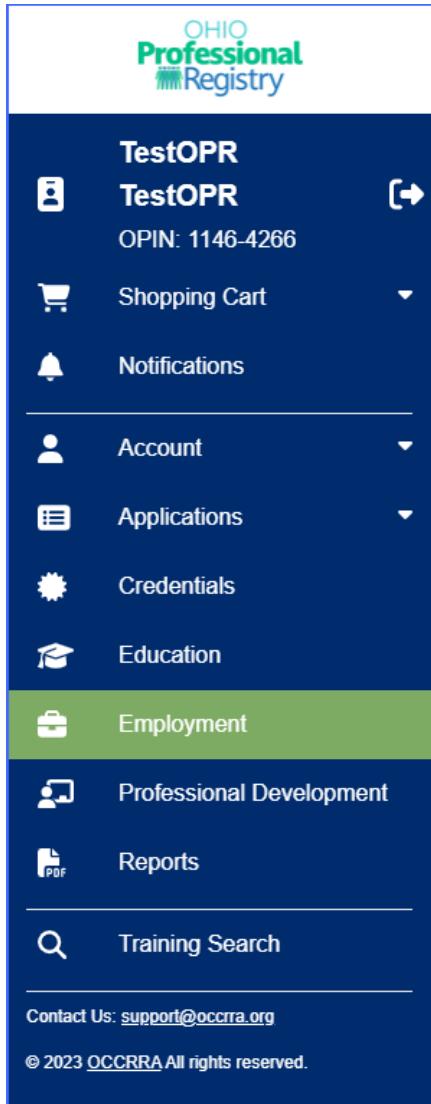
- [Forgot password?](#)
- [Find my Ohio Professional Identification Number \(OPIN\)?](#)

New to OCCRRRA?

Create New Profile



ADDING EMPLOYMENT TO YOUR OPR PROFILE

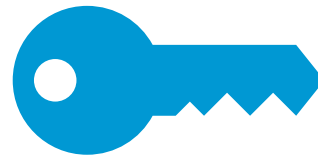
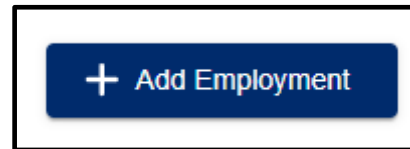


OHIO Professional Registry

- TestOPR
- TestOPR OPIN: 1146-4266
- Shopping Cart
- Notifications
- Account
- Applications
- Credentials
- Education
- Employment**
- Professional Development
- Reports
- Training Search

Contact Us: support@ocrra.org
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- 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*

ADDING EMPLOYMENT TO YOUR OPR PROFILE

Add Employment

1

Choose Employer Type

Click on the box that best describes your employment or employer.

Child Care Professionals

Examples include employment at one of the following types:

- Ohio Department of Job and Family Services (ODJFS) licensed center, Type A Home, or Type B Home
- Ohio Department of Education (ODE) licensed program
- Youth Development
- Closed child care program
- Out of state early childhood employment
- After school program

Credentialed or Child Servicing Professionals

Examples include employment at one of the following types:

- Child and Youth Services (Ohio Children's Alliance)
- Early Intervention Service Coordinator and Supervisor Credential or Developmental Specialist
- Foster Care Agency
- Home Visitor and Home Visitor Supervisor Credential
- Qualified Residential Treatment Program (QRTP)

Workforce Support Staff

Examples include employment at one of the following types:

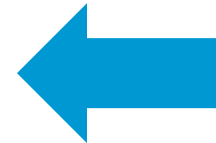
- Child Care Resource & Referral Agencies
- Early Childhood Mental Health Consultant
- Ohio Association of Community Health Centers (Federally Qualified Health Centers)
- State Agency Staff (ODE, ODODD, ODH, ODJFS, ODHMAS, ODM)

Other Options

Examples include employment at one of the following types:

- Current Student
- Higher Education
- Instructor and Program Technical Assistance
- Other
- Not Currently Employed

EXIT



ADDING EMPLOYMENT TO YOUR OPR PROFILE

Add Employment

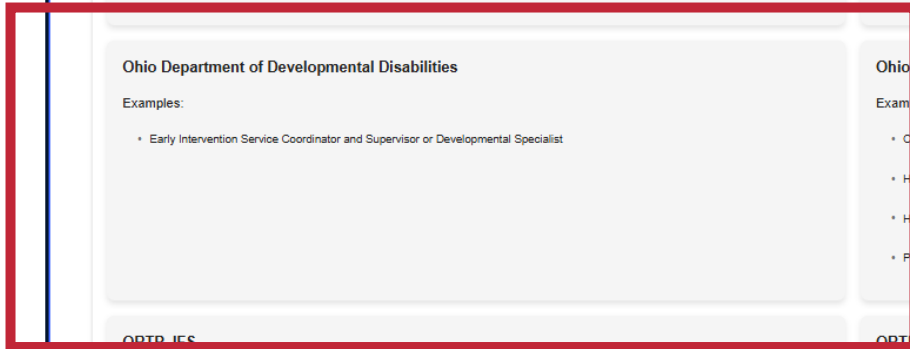
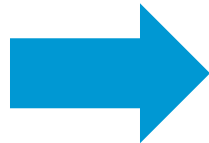
1
Choose Employer Type

Which provider are you with?

Child and Youth Services (Ohio Children's Alliance) Examples: <ul style="list-style-type: none">• Child and Youth Services Worker	Foster Care Examples: <ul style="list-style-type: none">• Foster Care Licensing Agency Designee
Ohio Department of Developmental Disabilities Examples: <ul style="list-style-type: none">• Early Intervention Service Coordinator and Supervisor or Developmental Specialist	Ohio Department of Health - Home Visitor Provider Examples: <ul style="list-style-type: none">• Contract Manager• Home Visitor• Home Visitor Supervisor• Program Manager
QRTP - IES Examples: <ul style="list-style-type: none">• QRTP Program Administrator	QRTP - ODMHAS Examples: <ul style="list-style-type: none">• QRTP Program Administrator

←

EXIT



ADDING EMPLOYMENT TO YOUR OPR PROFILE

Add Employment

1 Choose Employer Type 2 Choose Program 3 Add Role(s)

Employment Type: Ohio Department of Developmental Disabilities

Select the organization with the correct program type

You may only select one program type per employment record

Employer Name	License Number	County
Franklin County Family And Children First Council	8000000089	Franklin

Rows per page: 10 1-1 of 1 < >

PREVIOUS EXIT

ADDING EMPLOYMENT TO YOUR OPR PROFILE

Add Employment

Progress: 1. Choose Employer Type (✓) 2. Add Employer Information (✓) 3. Add Role(s) (3)

Employment Type: Ohio Department of Developmental Disabilities
Employer Name: Franklin County Family And Children First Council - 8000000089
County: Franklin
License Number: 8000000089

Add Role

Select a Role: Start Date:

Developmental Specialist
DODD State Agency Staff is your primary role.

Primary Employment

If you only have one employment record, the system will automatically mark this your primary employment. If you have more than one employment record, you will need to click on My Primary Employment for your primary employment.

Add Employment

Progress: 1. Choose Employer Type (✓) 2. Add Employer Information (✓) 3. Add Role(s) (3)

Employment Type: Ohio Department of Developmental Disabilities
Employer Name: Franklin County Family And Children First Council - 8000000089
County: Franklin
License Number: 8000000089

Add Role

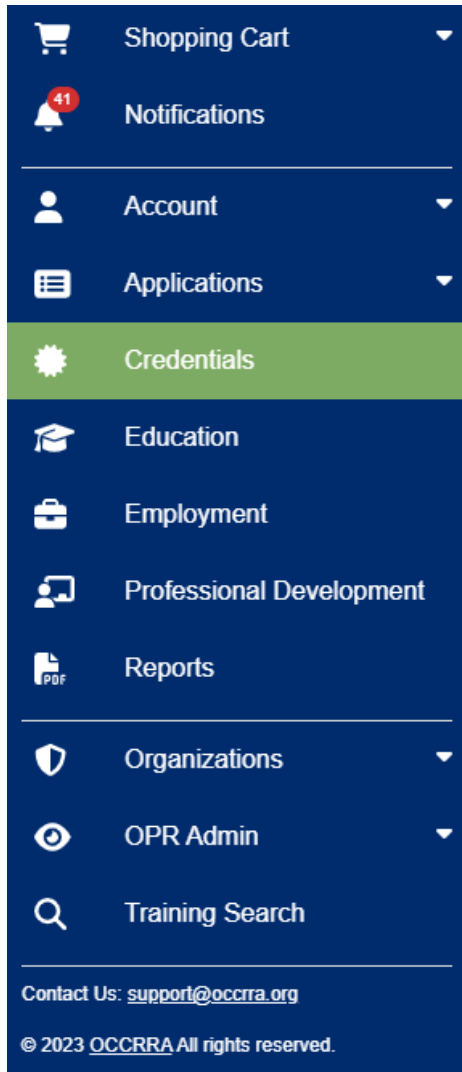
Select a Role: Start Date:

Please review your employment details and select if this is your primary role.

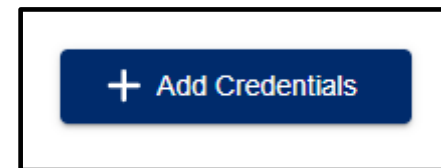
Primary Employment

If you only have one employment record, the system will automatically mark this your primary employment. If you have more than one employment record, you will need to click on My Primary Employment for your primary employment.

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.



ADDING YOUR CURRENT DS CERTIFICATION TO YOUR PROFILE

Add Certificate or Credential

Credential



Effective Date



Expiration Date



Upload a PDF File (The system currently takes PDFs Only) *

SELECT

CANCEL

SUBMIT

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



Department of
Children & Youth

Help Me Grow Early Intervention

CONVERTING YOUR DS CERTIFICATION TO PDF

Ohio | Department of Developmental Disabilities

CERTIFICATE NUMBER: 104958

EFFECTIVE/EXPIRATION DATES: 5/2/2022 - 5/2/2027 **ISSUE DATE:** 3/23/2022

NAME: JAY, LINDSEY AMANDA

TYPE: Certification/Registration of County Board of DD Employees for Early Intervention

VALIDATION: Early Intervention

LEVEL: Specialist

GRADE: Provisional

STATUS: Initial

Print Close



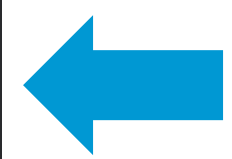
Print 1 page

Destination Save as PDF
SOT1204 on DODDPRINTP21

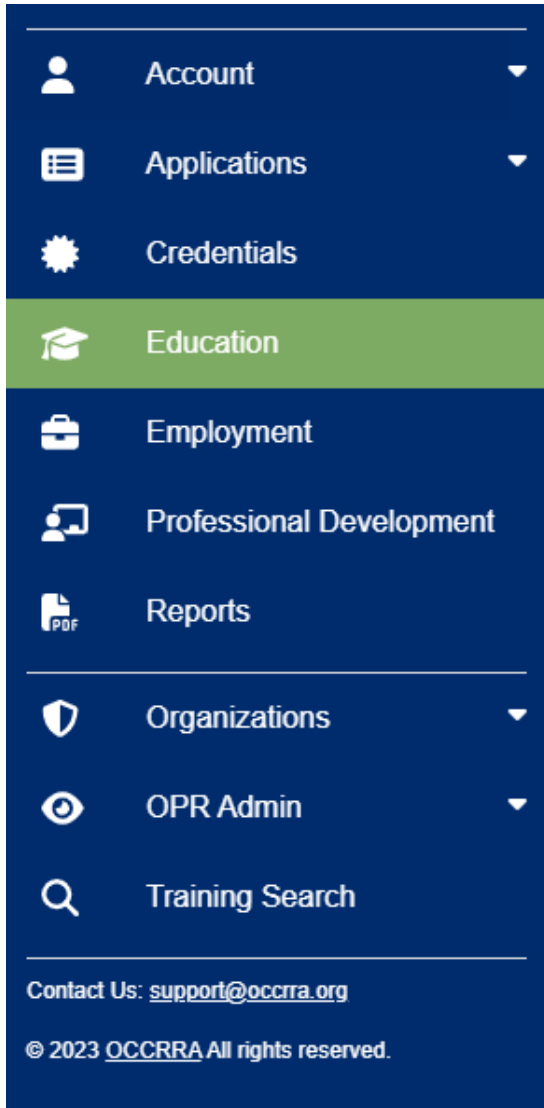
Pages Save as PDF

Layout SEE MORE...

More settings



EDUCATION SECTION



A vertical navigation menu with a dark blue background. The 'Education' item is highlighted with a green bar. The menu items are: Account, Applications, Credentials, Education, Employment, Professional Development, Reports, Organizations, OPR Admin, and Training Search. At the bottom, there is contact information and a copyright notice.

Account

Applications

Credentials

Education

Employment

Professional Development

Reports

Organizations

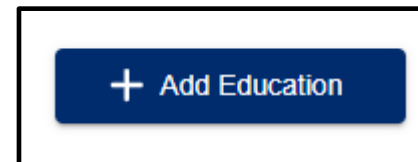
OPR Admin

Training Search

Contact Us: support@occrra.org

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- 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.

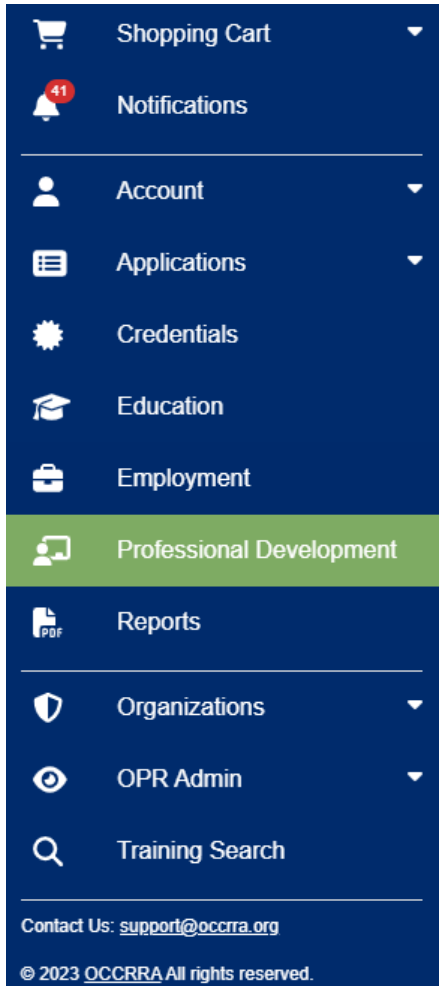


EDUCATION SECTION

- 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



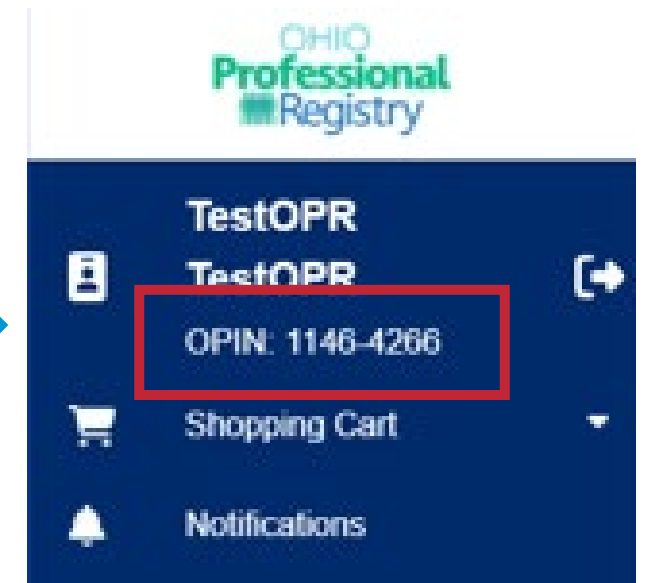
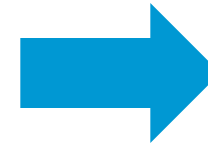
PROFESSIONAL DEVELOPMENT SECTION



- 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.

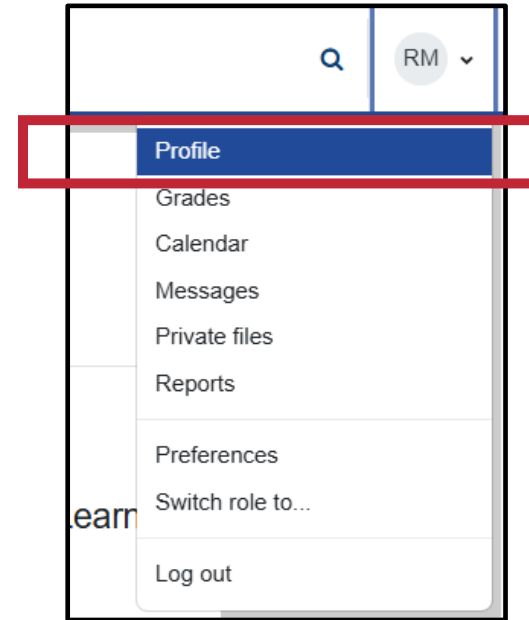
MYLEARNING TRAININGS

- 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.



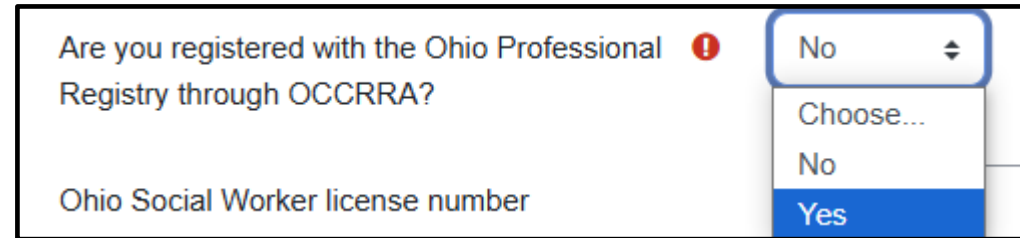
PROGRAMMING YOUR OPIN IN MYLEARNING

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.”



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.



Are you registered with the Ohio Professional Registry through OCCRRA? !

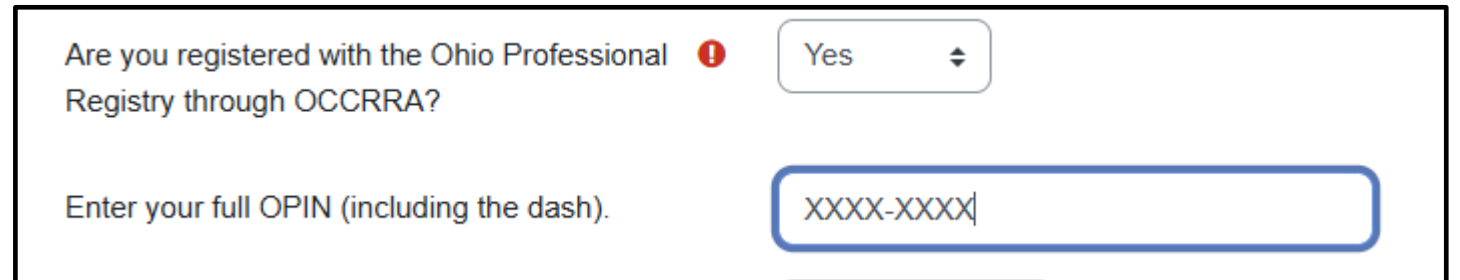
Ohio Social Worker license number

No

Choose...

No

Yes



Are you registered with the Ohio Professional Registry through OCCRRA? !

Yes

Enter your full OPIN (including the dash).

XXXX-XXXX

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.

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.



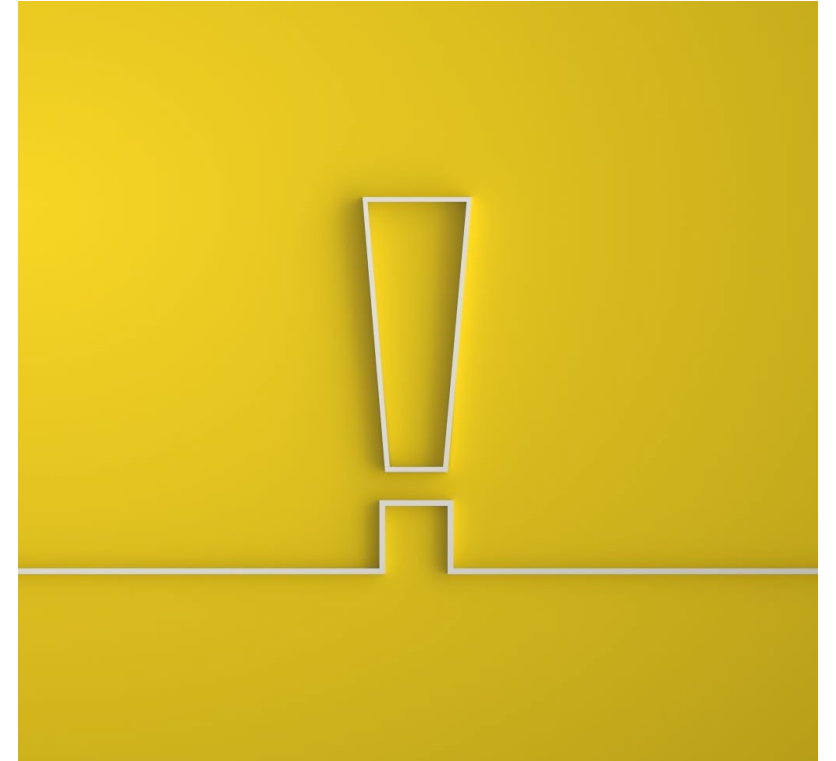
Upload your official college transcript to the Education tab.



Program your OPIN into your MyLearning account.

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://ocrra.org/>

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

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



**Department of
Children & Youth**

Help Me Grow Early Intervention

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@ocrra.org



**THE HEART
OF IT ALL™**

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