

Developmental Specialist Certification

DS Application Walkthrough

March 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.

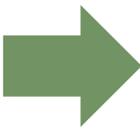
CPDUs: There are no CPDUs for the informational webinar.

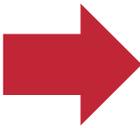
Recording: This webinar is being recorded and will be posted to the EI website, along with the PPT slides.

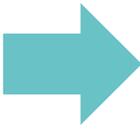
Tech Tips:

- Use computer audio
- Use headset if having audio problems
- Close other apps
- Log out and back in to the webinar

IMPORTANT REMINDERS

 **March 3, 2025:** Early Intervention Developmental Specialist (DS) Certification processing transferred to OCCRRA through the Ohio Professional Registry (OPR).

 **February 13, 2025:** Informational webinar to provide guidance on transition preparations. [Click here](#) to view the webinar recording and the PowerPoint slides.

 **Next Steps:** Current DSs should set up their OPR profile **ASAP**, but they will not need to apply for their next DS certification until 30-90 days prior to their expiration date.

PREPARING YOUR OPR PROFILE



Create an OPR profile.



Add your Employment to the Employment tab.



Add your current DS Certification to the Credential tab.

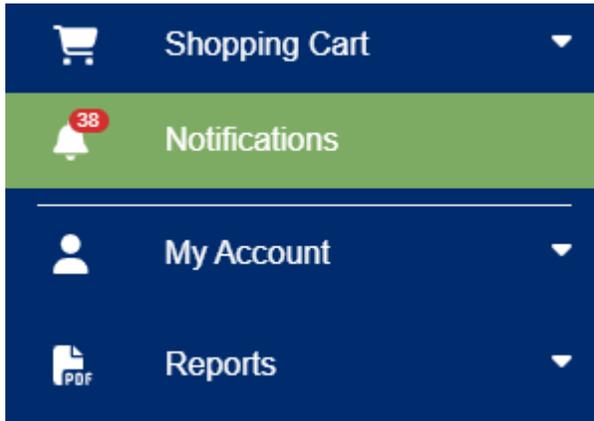


Upload your official college transcript to the Education tab.



Program your 8-digit OPIN into your MyLearning account.

OPR VERIFICATION PROCESS



- All documents uploaded to your OPR profile must be reviewed and marked as **“Verified”** by the OPR Verification Team.
- Check your **Notifications tab** regularly for updates on the status of your submitted materials.
- Review and verification of documents may take up to 30 days. Be sure to upload your documents **as soon as possible**.

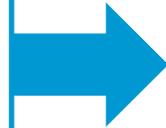
DS APPLICATION USER GUIDES

DS Certification Application
User Guide for **new DSs
obtaining first DS certification
after March 3, 2025.**



Early Intervention Developmental Specialist Certification
Guidance for new Developmental Specialists

DS Certification Application
User Guide for **DSs holding
certification issued by DODD
prior to March 3, 2025**



Early Intervention Developmental Specialist Certification
*Guidance for Developmental Specialists holding certification issued by DODD prior to
March 3, 2025*

These User Guides will be posted on the [Developmental Specialist Certification landing page](#) on the EI website.



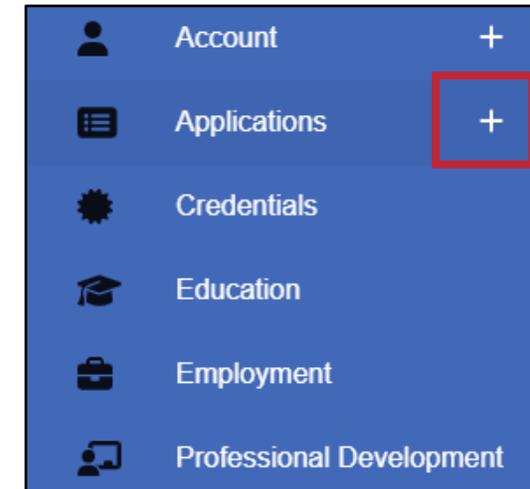
Developmental Specialist Certification Applications

IMPORTANT REMINDERS

- In order for the DS application to “open up,” the following conditions must be met in your OPR profile:
 - 1 Valid Developmental Specialist employment in your Employment tab
 - 2 College transcript uploaded and marked as **VERIFIED** in the Education tab.
 - 3 Current DS certification (if applicable) uploaded and marked as **VERIFIED** in the Credential tab.
- If you need a renewal of the 1 Year or 5 Year DS certification, you will **not** have access to the renewal application until your **current DS certification has been uploaded and verified** in your OPR profile.

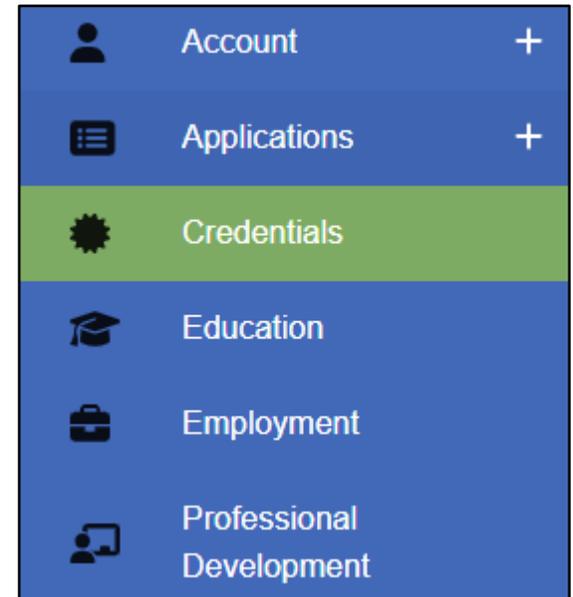
ACCESSING THE DS APPLICATION

- Click the “+” beside the “Applications” tab.
- Click the “+” beside “Early Intervention Developmental Specialist” to reveal the different types of DS application.
 - **In the OPR, the following DS applications are available:**
 - ✓ Developmental Specialist 1 Year – Initial
 - ✓ Developmental Specialist 1 Year – Renewal
 - ✓ Developmental Specialist 5 Year – Initial
 - ✓ Developmental Specialist 5 Year – Renewal



RENEWAL APPLICATIONS

- Current DSs **must** upload their current DODD-issued certification into the Credentials section of their OPR profile.
- DSs will be notified 90 days prior to the expiration date of their current DS certification.
- Within 90 days of your current certification expiration date, DSs will click the “Renew Now” button beside their current certification.



ALL DS APPLICATIONS – GENERAL LAYOUT

Early Intervention Development Specialist 1 Year

Current Status: Draft

Submitted Date: N/A

Name: [REDACTED]

OPIN: [REDACTED]

Application Questions

Have you ever held a Developmental Specialist Certification that expired or was revoked?

Yes No

Have you been convicted of, pleaded guilty to, or been found eligible for intervention in lieu of conviction for any of the disqualifying offenses listed or described in paragraph (E)(1) of [rule 5123-2-02 of the Ohio Administrative Code](#)?

Yes No

Education Details

Institution Name	Major	Verified	Related	Document
Ohio University	Psychology	Yes	No	[REDACTED]

Credentials

Credential Name	Award Date	Expire Date	Verified	Document
No Credential Details Available				

Employment

Employer Name	Employer Type	Primary	Title	Start Date	End Date
Department of Children and Youth - 8000000099	Ohio Department of Developmental Disabilities	Yes	Developmental Specialist	2024-12-01	Present
Department of Children and Youth - 8000000099	Ohio Department of Developmental Disabilities	No	Developmental Specialist	2024-12-01	Present
Department of Children and Youth - 8000000099	Ohio Department of Developmental Disabilities	No	Developmental Specialist	2024-12-01	Present
Department of Children and Youth - 8000000099	Ohio Department of Developmental Disabilities	No	Developmental Specialist	2024-12-01	Present
Ohio Department of Developmental Disabilities	Ohio Department of Developmental Disabilities	No	DOOD State Agency Staff	2022-10-24	Present

Required Professional Development

Professional Development	Status	Hours
Introduction to Early Intervention Services (EI-064)	Complete	1.00
Mandated Reporting of Suspected Child Abuse or Neglect (EI-067)	Incomplete	1.00
Early Intervention Mission and Key Principles (EI-068)	Incomplete	1.00
Natural Learning Environment Practices (EI-075)	Incomplete	1.00
Family-Centered Early Intervention Practices (EI-069)	Incomplete	1.00
Primary Service Provider Approach to Teaming in Early Intervention (EI-074)	Incomplete	1.50
The Individualized Family Service Plan: It's All About the Process (EI-076)	Incomplete	1.00
Coaching Practices in Early Intervention (EI-100)	Incomplete	1.00
Assessment Practices (EI-117)	Incomplete	1.50
(EI-071) Infant and Toddler Development	Incomplete	3.50
(EI-066) Parent Rights and Procedural Safeguards in Early Intervention	Incomplete	1.50

Attachments

Documentation for Early Intervention Development Specialist 1 Year Application (Initial)

Please complete and submit the following documents along with your application:

- Completed DS Attestation Letter** [click here](#) to access the DS Attestation Letter.
- Employment letter:** Upload a letter verifying your two years of employment experience working with children birth through age 5 with disabilities. *This is only required for applicants who do not have a related bachelor's or graduate degree and do not have a valid license in a related field.*

Upload a PDF File (The system currently takes PDFs only)

CANCEL

SAVE AS DRAFT

Submit Application

ALL DS APPLICATIONS – QUESTIONS SECTION

Early Intervention Development Specialist 1 Year

Current Status: Draft

Submitted Date: N/A

Name: [REDACTED]

OPIN: [REDACTED]

Application Questions

Have you ever held a Developmental Specialist Certification that expired or was revoked?

Yes No

Have you been convicted of, pleaded guilty to, or been found eligible for intervention in lieu of conviction for any of the disqualifying offenses listed or described in paragraph (E)(1) of [rule 5123-2-02 of the Ohio Administrative Code](#)?

Yes No

- “Current Status” will show as “Draft” if it is an initial application. It will show as “Renew” if it is a renewal application.
- If you answer “Yes” to any of the application questions, you will be directed to close the application without submitting and contact your Program Consultant.
- See [Ohio Administrative Code Rule 5180-10-05](#).

ALL DS APPLICATIONS – EDUCATION SECTION

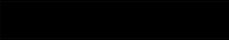
Education Details

Institution Name	Major	Verified	Related	Document
Ohio University	Psychology	Yes	No	 Ohio_University_Transcript.pdf

- This section pulls from documents uploaded to the “Education” tab in your OPR profile. **You do not need to upload anything here.**
- Ensure that your college transcript is displaying in this section.
- Ensure that an indication of “Yes” is displayed under “Verified” in this section.
- All transcripts will display an indication of “No” under “Related.” OCCRRA reviewers will change this to “Yes” after they have reviewed your application and determined that your college degree is considered related under Ohio Administrative Code Rule 5180-10-05.

ALL DS APPLICATIONS – CREDENTIALS SECTION

Credentials

Credential Name	Award Date	Expires Date	Verified	Document
Developmental Specialist	2024-04-01	2025-03-31	Yes	 DS_credential.pdf

- This sections pulls from documents uploaded to the “Credentials” tab in your OPR profile. **You do not need to upload anything here.**
- If you have a previously issued DS certification from DODD, make sure that document is displayed here as “Verified.”
- If you are applying for your first 1 Year Initial DS certification, you do not have to have a document in this section.
- Ensure that any “related” licenses, such as Social Work, Special Education, etc. are uploaded into the “**Credential**” tab and appearing on this application, as this may help meet the certification requirements for [Track II](#) outlined in OAC 5180-10-05.

ALL DS APPLICATIONS – EMPLOYMENT SECTION

Employment

Employer Name	Employer Type	Primary	Title	Start Date	End Date
Department of Children and Youth - 8000000099	Ohio Department of Developmental Disabilities	Yes	Developmental Specialist	2024-12-01	Present
Department of Children and Youth - 8000000099	Ohio Department of Developmental Disabilities	No	Developmental Specialist	2024-12-01	Present
Department of Children and Youth - 8000000099	Ohio Department of Developmental Disabilities	No	Developmental Specialist	2024-12-01	Present
Department of Children and Youth - 8000000099	Ohio Department of Developmental Disabilities	No	Developmental Specialist	2024-12-01	Present
Ohio Department of Developmental Disabilities	Ohio Department of Developmental Disabilities	No	DODD State Agency Staff	2022-10-24	Present

- This section pulls from the “Employment” tab in your OPR profile. **You do not need to enter any information into this section.**
- At least one entry in this section will be listed as “Developmental Specialist”.



1 Year Initial DS Applications

1 YEAR DS INITIAL – REQUIRED PD SECTION

Professional Development	Status	Hours
Introduction to Early Intervention Services (EI-064)	Complete	1.00
Mandated Reporting of Suspected Child Abuse or Neglect (EI-067)	Incomplete	1.00

- This section will list all the DS Orientation Modules that are required for the 1 Year Initial DS certification.
- If you successfully programmed your 8-digit OPIN in MyLearning **PRIOR** to completing the modules, they should show as “Complete” in this section of your application.
- If a module that you have completed is marked “Incomplete”, email Rhannon.monks@childrenandyouth.ohio.gov for assistance.

1 YEAR DS INITIAL – ATTACHMENTS SECTION

Attachments

Documentation for Early Intervention Development Specialist 1 Year Application (Initial)

Please complete and submit the following documents along with your application:

1. **Completed DS Attestation Letter** [click here](#) to access the DS Attestation Letter.
2. **Employment letter:** Upload a letter verifying your two years of employment experience working with children birth through age 5 with disabilities. *This is only required for applicants who do not have a related bachelor's or graduate degree and do not have a valid license in a related field.*

Upload a PDF File (The system currently takes PDFs only)

CANCEL

SAVE AS DRAFT

Submit Application

- **1 Required Attachment**
 - [DS Attestation Letter](#) (new form)
- **1 Optional/Conditional Attachment**
 - *Employment Letter* (must be written by supervisor on letterhead of the employing agency).

DS ATTESTATION LETTER

- This is a new form that combines the following attestations required by [Ohio Administrative Code 5180-10-05](#):
 - 1 Employment as a Developmental Specialist
 - 2 Intent to arrange Evidence-Based Practice Coaching within first 6 months of employment as a DS.
- This form must be signed by the supervisor of the DS and submitted alongside the 1 Year Initial DS application.
- [Click here](#) to access the form.

Developmental Specialist Attestation Form 

Agency Name _____

Applicant Name _____ Applicant Email Address _____

Supervisor Name _____ Supervisor Email Address _____

Attestation of Hire as a Developmental Specialist

I, _____ (supervisor name), attest that _____ (applicant name) has received an offer of employment at _____ (agency name) as a Developmental Specialist or is employed as a Developmental Specialist.

Applicant Date of Hire _____

Supervisor Signature _____ Date _____

Attestation of Intent to Arrange Evidence Based Practice Coaching (1-year DS applicants only)

Individuals who hold a 1-year Developmental Specialist certification are required to complete 12 months of Evidence-Based Practice Coaching, beginning within the first 6 months of hire as a Developmental Specialist. [Click here to learn more about Evidence-Based Practice Coaching.](#)

I, _____ (supervisor name), will arrange for and ensure that the applicant actively participates in 12 months of Evidence-Based Practice Coaching beginning within the first 6 months of employment as a Developmental Specialist.

We intend to use the following source for Evidence-Based Practice Coaching:

OCALI

Internal coach

Other

Supervisor Signature _____ Date _____

The background features several overlapping, semi-transparent blue geometric shapes, primarily parallelograms and trapezoids, arranged in a dynamic, layered pattern. The colors range from a deep, solid blue to a very light, almost white blue, creating a sense of depth and movement. The shapes are positioned primarily on the left and right sides of the frame, leaving a clear white space in the center for the text.

1 Year Renewal DS Applications

1 YEAR DS RENEWAL – ATTACHMENTS SECTION

Attachments

Documentation for Early Intervention Development Specialist 1 Year Application (Renewal)

Please complete and submit the following documents along with your application:

- EI-19 EBPC Agreement:** Upload the completed EI-19 form. [Click here](#) to access the form.
- Proof of Completion of the Required College Coursework, or Developmental Specialist Seminar Equivalents:** at minimum, a) Evaluation and Assessment, b) Infant/Toddler Development, and c) Individualized Family Service Plan Development, Intervention Planning, and Service Delivery. *This proof can include DS Seminar certificates of completion, college transcripts, or a combination of the two.*

Upload a PDF File (The system currently takes PDFs only)

- There is no Required Professional Development section in the 1 Year Renewal DS application.
- **2 Required Attachments**
 - [Completed EI-19: Evidence-Based Practice Agreement Form](#)
 - *Proof of Completion of Required College Coursework/DS Seminars*



5 Year Initial DS Applications

5 YEAR DS INITIAL – REQUIRED PD SECTION

Required Professional Development

Professional Development	Status	Hours
Introduction to Early Intervention Services (EI-064)	Complete	1.00
Mandated Reporting of Suspected Child Abuse or Neglect (EI-067)	Incomplete	1.00
Early Intervention Mission and Key Principles (EI-068)	Incomplete	1.00
Natural Learning Environment Practices (EI-075)	Incomplete	1.00
Family-Centered Early Intervention Practices (EI-069)	Incomplete	1.00
Primary Service Provider Approach to Teaming in Early Intervention (EI-074)	Incomplete	1.50
The Individualized Family Service Plan: It's All About the Process (EI-076)	Incomplete	1.00
Coaching Practices in Early Intervention (EI-100)	Incomplete	1.00
Assessment Practices (EI-117)	Incomplete	1.50
(EI-071) Infant and Toddler Development	Incomplete	3.50
(EI-066) Parent Rights and Procedural Safeguards in Early Intervention	Incomplete	1.50

i MyLearning Transcript – if you have completed the required trainings above, but they are showing as incomplete, please attach a downloaded PDF version of your DODD MyLearning transcript to the “Attachments” section below. If you require assistance, please contact ei@childrenandyouth.ohio.gov.

- You can upload a copy of your DODD MyLearning transcript to the Attachment section if the status of your training is marked Incomplete.

5 YEAR DS INITIAL – ATTACHMENTS SECTION

Attachments

Documentation for Early Intervention Development Specialist 5 Year Application (Initial)

Please complete and submit the following documents along with your application:

- EI-19 EBPC Agreement:** Upload the completed EI-19 form. [Click here](#) to access the form. *This is only required for applicants that previously held a 1-year DS certification for a period of longer than 6 months.*
- Proof of Completion of the Required College Coursework, or Developmental Specialist Seminar Equivalents** (6 total): This proof can include DS Seminar certificates of completion, college transcripts, or a combination of the two.
- Employment letter:** Upload a letter verifying your two years of employment experience working with children birth through age 5 with disabilities. *This is only required for applicants who do not have a related bachelor's or graduate degree and do not have a valid license in a related field.*

Upload a PDF File (The system currently takes PDFs only)

- **1 Required Attachment**
 - *Proof of Completion of Required College Coursework/DS Seminars*
- **2 Optional/Conditional Attachments**
 - *Employment Letter* (must be written by supervisor on letterhead of the employing agency).
 - [Completed EI-19: Evidence-Based Practice Agreement Form](#)

The background features several overlapping, semi-transparent blue geometric shapes, primarily parallelograms and trapezoids, arranged in a dynamic, layered pattern. The colors range from a deep, solid blue to a very light, almost white blue, creating a sense of depth and movement. The shapes are positioned primarily on the left and right sides of the frame, leaving a clear white space in the center for the text.

5 Year Renewal DS Applications

5 YEAR DS RENEWAL – REQUIRED PD SECTION

Required Professional Development

Professional Development	Status	Hours
(EI-157) Principles of Special Instruction Module One	Incomplete	2.00
(EI-183) Principles of Special Instruction Module Two	Incomplete	3.50
(EI-184) Principles of Special Instruction Module Three	Incomplete	3.50
(EI-185) Principles of Special Instruction Module Four	Incomplete	4.00

MyLearning Transcript – if you have completed the required trainings above, but they are showing as incomplete, please attach a downloaded PDF version of your DODD MyLearning transcript to the "Attachments" section below. If you require assistance, please contact ei@childrenandyouth.ohio.gov.

- You can upload a copy of your DODD MyLearning transcript to the Attachment section if the status of your training is marked Incomplete.

5 YEAR DS RENEWAL – ATTACHMENTS SECTION

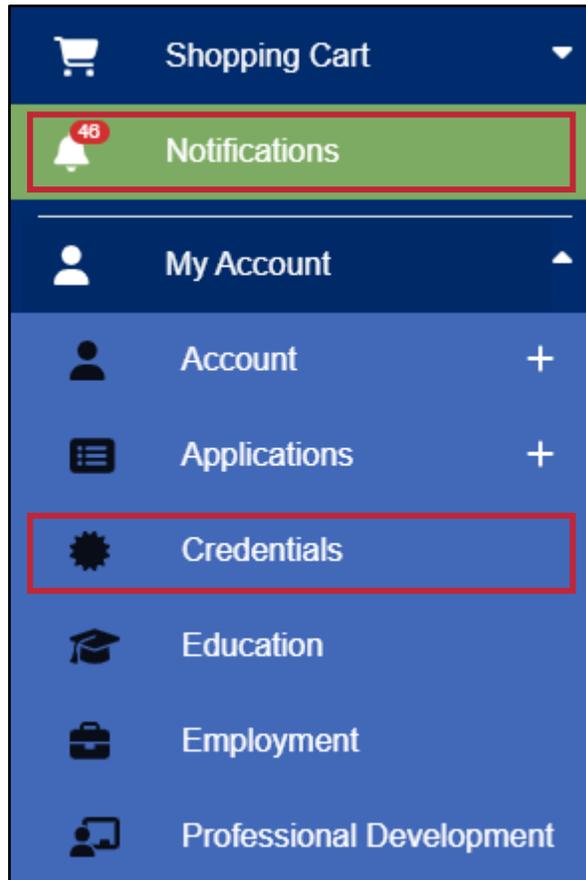
Attachments

Documentation for Early Intervention Development Specialist 5 Year Application (Renewal)

Upload a PDF File (The system currently takes PDFs only)

- There are no required uploads for the 5 Year Renewal DS application.
- You may use this section to upload a copy of your MyLearning transcript, if needed.

SUBMITTING YOUR DS APPLICATION



- When you are ready to submit your DS application, click the “**Submit Application**” button at the bottom of the page.
- You may save your application as a draft, if needed, by clicking “**Save as Draft**”.
- You can check on the status of your DS application in the “**Credentials**” tab or in the “**Notifications**” tab.

TROUBLESHOOTING TIPS

If you are unable to open the Early Intervention Developmental Specialist certification application (the link is “greyed-out”):

- Check to see that you have added DS employment to your OPR profile.
- Check to see that your education transcript has been uploaded and marked as “**Verified**” by the OPR Verification Team.

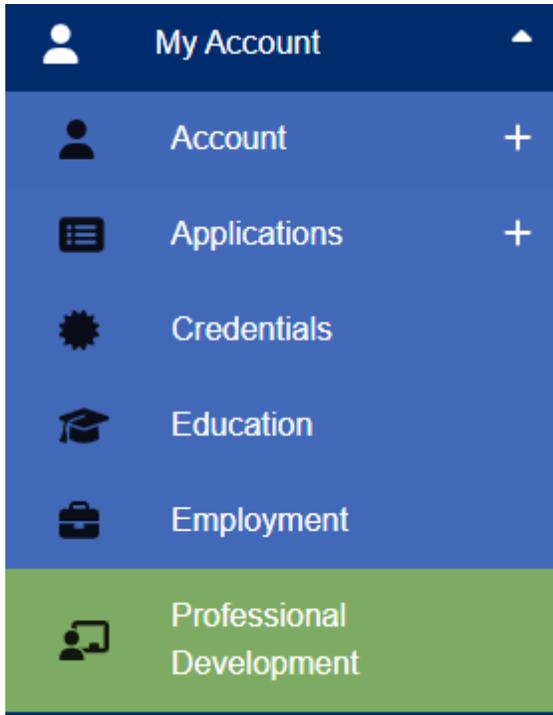
If the application opens, but you cannot submit:

- Check the **Notifications tab** of your OPR profile for updates regarding the status of your application and/or application materials.
- Contact support@ocrra.org for assistance with your profile and application status.

The background features several overlapping, semi-transparent blue geometric shapes, primarily parallelograms and trapezoids, arranged in a dynamic, layered pattern. The colors range from a deep, solid blue to a very light, almost white blue, creating a sense of depth and movement. The shapes are positioned primarily on the left and right sides of the frame, leaving a large white central area for the text.

OTHER TOPICS

ADDING CERTIFICATES TO OPR PD TAB



Non-MyLearning Training
Certificates



Upload via “Add Training” Button



Will be reviewed and verified by OPR
Review Team

Note: Do not upload your DS Seminar Certificates to the Professional Development tab. These are uploaded directly into the DS Application.

ADDING CERTIFICATES TO OPR PD TAB

My Learning Training Certificates

Program your OPIN into your MyLearning profile.
If your completed MyLearning courses are not marked as “Verified” in your PD Tab:

Do **not** manually upload your MyLearning Training Certificates into your Professional Development tab

1 Year Initial DS Applicants

Contact

Rhiannon.Monks@childrenandyouth.gov
for assistance.

All other DS Applicants

Upload **MyLearning transcript** into DS application in Attachments section.

APPLYING FOR CONTINUING PROFESSIONAL DEVELOPMENT UNITS (CPDUs)

Ohio Department of Developmental Disabilities		DODD 1141	
Application for Continuing Professional Development Units			
Applicant's name	Email	Title or position	County
Employer	Address		Phone
Title of training	Course objective(s) and brief description		
Date(s) of training or first day available	Location of training or web address		
<input type="checkbox"/> check if this is an ongoing training			
Instructor(s) or content creator name(s) and title(s)		Select delivery method	
		<input type="checkbox"/> In-person training <input type="checkbox"/> Online course <input type="checkbox"/> Live webinar <input type="checkbox"/> Other, specify:	
Attendance verification method			
<input type="checkbox"/> Sign-in sheet <input type="checkbox"/> Learning management system (LMS) <input type="checkbox"/> Report generated by webinar service <input type="checkbox"/> Other, specify:			
Name of person verifying attendance		Title or position	Agency
CPD type	Hours requested	Hours approved	Signature of applicant
Adult services*	<input type="checkbox"/>	<input type="checkbox"/>	
County board member*	<input type="checkbox"/>	<input type="checkbox"/>	
EI developmental specialist/supervisor	<input type="checkbox"/>	<input type="checkbox"/>	
EI service coordinator/supervisor	<input type="checkbox"/>	<input type="checkbox"/>	
Investigative agent	<input type="checkbox"/>	<input type="checkbox"/>	
Service and support administration*	<input type="checkbox"/>	<input type="checkbox"/>	
Superintendent	<input type="checkbox"/>	<input type="checkbox"/>	
		Approval number	Expiration date
		Denial reason	
Reviewer comments			
		Signature of reviewer	Date

- This process has not changed.
- You will continue to send [1141 forms](mailto:1141_forms@provider.certification@dodd.ohio.gov) to Provider.Certification@dodd.ohio.gov.
- Be sure to include training materials, such as a timed agenda, learning objectives, PowerPoint slides, etc.
- [DODD ECS Training Search](#)

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>

DS Certification At A Glance

<https://ims.ocali.io/storage/ocali-ims-sites/ocali-ims-oei/documents/5123-10-05-Grid-April2024.pdf>

Office Hours Coming Soon!

CONTACT INFORMATION

For questions related to:

- Developmental Specialist Certification
- Changes to the application process
- 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, technical glitches, etc.

Contact:

OCCRRA Help Desk

Support@occrra.org



**THE HEART
OF IT ALL™**

Ohio.org

OHIO.ORG