INSTRUCTIONS FOR EISC TRANSITION CREDENTIAL HOLDERS
Transitioning to a 5 Year EISC/EISC Supervisor Credential

Overview

Individuals holding an EISC Transition or EISC Supervisor Transition credential will **not** renew their Transition credential. Instead, they will apply for a 5 Year EISC or EISC Supervisor credential.

Requirements

The requirements for individuals currently holding a Transition credential to obtain a 5 Year EISC or EISC Supervisor credential are listed below.
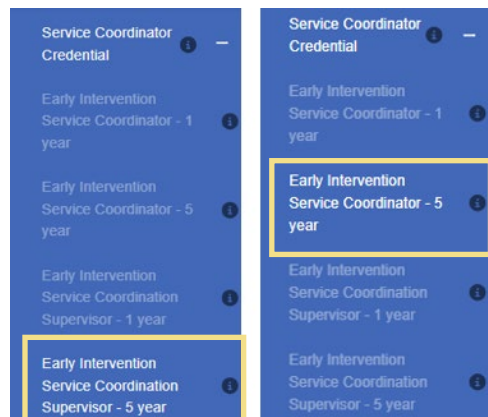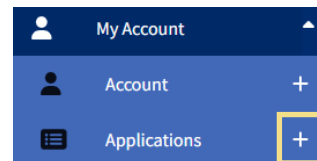
- Complete all Principles of Service Coordination (POSC) modules, or Test-Out exams, if applicable.

- Complete at least 50 hours of professional development during the most recent credential period (may include POSC modules, when completed instead of the Test-Out Exams).

Documentation of the 50 hours of required professional development must be reflected in the Professional Development tab. Applicants are required to complete the CPD Tracker form to indicate which trainings from their Professional Development tab they intend to count towards their 50-hour requirement. The completed CPD Tracker will be submitted alongside the application in the "Attachment" section.

Accessing the Application

Individuals holding an EISC Transition or EISC Supervisor Transition credential will follow the steps below to access a 5 Year EISC or EISC Supervisor credential.

1. Select the plus button beside "Applications" in the left-side navigation menu.

2. Select the plus button beside "Service Coordinator Credential".

3. Select either "Early Intervention Service Coordinator – 5 Year" or "Early Intervention Service Coordination Supervisor – 5 Year"

Completing the Application

1. The application will appear as shown below.

Early Intervention Service Coordinator - 5 Year Application

Current Status: Renewal   Submitted Date: N/A   Name: ▮▮▮▮▮▮   OPIN: ▮▮▮▮▮▮

Highest Education

Name	Institution Name	Major	Verified
Bachelor's Degree	Ohio University	Other	Yes

Professional Development

Name	Status
Introduction to Early Intervention Services (EI-064)	Completed
Mission and Key Principles of Early Intervention (EI-068)	Completed
Family-Centered Early Intervention Practices (EI-069)	Completed
Individualized Family Service Plan Overview (EI-103)	Completed
Mandated Reporting of Suspected Child Abuse or Neglect (EI-067)	Completed
Service Coordination Duties and Processes (EI-070)	Completed
Parent Rights and Procedural Safeguards in Early Intervention (EI-066)	Completed
Infant and Toddler Development (EI-071)	Completed
Principles of Service Coordination Module 1: Introduction to Early Intervention Services (EI-021)	Completed
Principles of Service Coordination Module 2: the IFSP Process, Part 1	Completed
Principles of Service Coordination Module 3: The IFSP Process: Part 2	Completed
Principles of Service Coordination Module 4: Monitoring Service Delivery	Completed
Principles of Service Coordination Module 5: Transition	Completed
Principles of Service Coordination Module 6: Role of the EI Service Coordinator on the Team (EI-045)	Completed
Principles of Service Coordination Module 7: Compliance (EI-046)	Completed

Attachments

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

CANCEL   SAVE AS DRAFT   Submit Application

2. Upload the required documents into the "Attachment" section
   a. CPD Tracker
   b. Employment Verification Form (required only for EISC applicants)
3. Click either "Save as Draft" to return to the application later, or "Submit Application" to apply.

Tips

- This application will not be available unless all seven modules of POSC modules, or the Test-Out Exams (if applicable), have been completed and marked as "Verified" in the Professional Development tab. For assistance with MyLearning module verification, contact Rhiannon.Monks@childrenandyouth.ohio.gov.

- Individuals holding a Transition credential do not need to wait until they are within 90 days of expiration to apply for a 5 Year credential. As soon as they have met the requirements, they can apply for the 5 Year credential.

Questions

Questions regarding EISC credentialing requirements can be directed to ei@childrenandyouth.ohio.gov. Questions regarding OPR functionality can be directed to support@occrra.org.

Department of Children & Youth
Help Me Grow Early Intervention

January 2026