

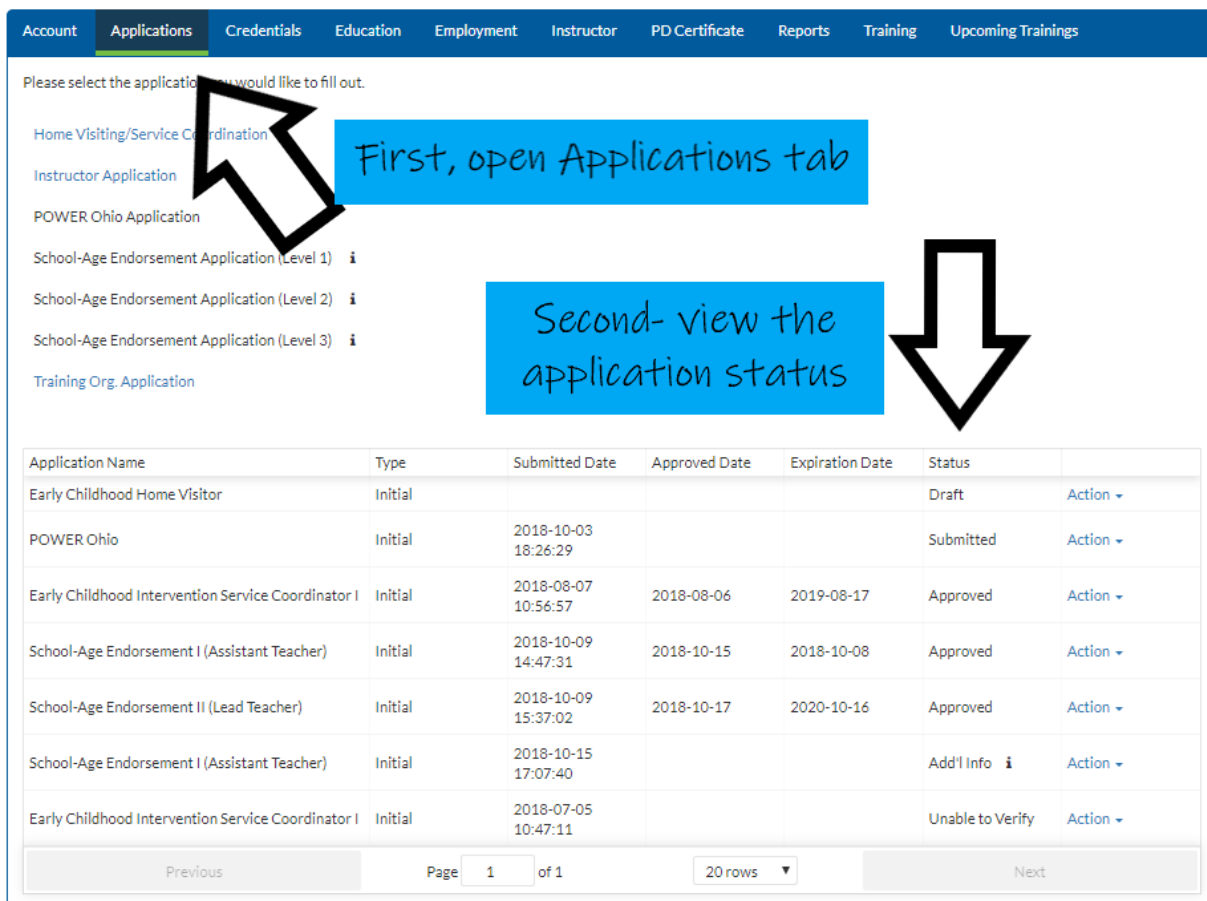
How to Apply for a Home Visitor or Supervisor of Home Visitor Credential

1. Create a profile in the Ohio Professional Registry
<https://registry.occrra.org/user/register>
2. Download and Print the Ohio Department of Health Credentialing Checklist
<http://www.helpmegrow.ohio.gov/en/Professionals/Professional-Development>
3. In your registry profile - upload required trainings and tools to the Training tab
4. In your registry profile - upload required education to the Education tab
5. In your registry profile - access the application via the Applications tab of the registry profile.
 - a. Click on Home Visiting/Service Coordination
 - b. Click on New Application
 - c. Click on either Early Childhood Home Visitor or Supervisor of Early Childhood Home Visitors
6. In the application, complete all fields in the Applicant Information sections – please note County is a Required field
7. Upload the Credential Checklist which has been signed and dated by your supervisor to the application in the Attachments section
8. Click on Submit Application

For information about the application’s verification process, refer to the Status in the Applications tab for information. ***The application chart WILL NOT display when using Internet Explorer.**

The following Status may display:

1. Draft – application was started, but not submitted for review
2. Submitted – application is submitted and waiting for review
3. Denied – credential cannot be issued
4. Approved – credential has been issued or renewed
5. Add'l Info – applicant needs to take additional action to fulfill the requirements of the credential. Hover over the “i” for guidance notes.



The screenshot shows the 'Applications' tab selected in the top navigation bar. Below the navigation bar, there is a list of application types: Home Visiting/Service Coordination, Instructor Application, POWER Ohio Application, School-Age Endorsement Application (Level 1), School-Age Endorsement Application (Level 2), School-Age Endorsement Application (Level 3), and Training Org. Application. A table below lists specific applications with columns for Application Name, Type, Submitted Date, Approved Date, Expiration Date, Status, and Action. The table contains 8 rows of data. At the bottom of the table, there is a pagination bar showing 'Page 1 of 1' and '20 rows'.

Application Name	Type	Submitted Date	Approved Date	Expiration Date	Status	Action
Early Childhood Home Visitor	Initial				Draft	Action ▾
POWER Ohio	Initial	2018-10-03 18:26:29			Submitted	Action ▾
Early Childhood Intervention Service Coordinator I	Initial	2018-08-07 10:56:57	2018-08-06	2019-08-17	Approved	Action ▾
School-Age Endorsement I (Assistant Teacher)	Initial	2018-10-09 14:47:31	2018-10-15	2018-10-08	Approved	Action ▾
School-Age Endorsement II (Lead Teacher)	Initial	2018-10-09 15:37:02	2018-10-17	2020-10-16	Approved	Action ▾
School-Age Endorsement I (Assistant Teacher)	Initial	2018-10-15 17:07:40			Add'l Info ⓘ	Action ▾
Early Childhood Intervention Service Coordinator I	Initial	2018-07-05 10:47:11			Unable to Verify	Action ▾