How to Apply for an Ohio Infant Mental Health Credential

1. Create a profile in the Ohio Professional Registry https://registry.occra.org/user/register
2. In your registry profile - upload required education to the Education tab for review
3. Complete the required trainings depending on which credential level you are applying for.
4. In your registry profile – access the application via the Applications tab of the registry profile. Click on the green tile labelled “Infant Mental health Credential.” Note- you must meet the minimum education requirements for each credential level in order to apply for that level. The “I” icon next to each level tells you the requirements.
5. Click on the Ohio Infant Mental Health Application Level you wish to apply for.
6. In the Application - upload the required forms for submission.
7. Click 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. Unable to verify – 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 or click the “i” for guidance notes.