

## How to obtain your Initial Service Coordinator Credential

Each service coordinator is responsible for completing his or her own Ohio Professional Development Network Registry profile. This has taken the place of the old paper application submitted to ODH for credential for anyone hired after July 1, 2010. The profile must be completed (including verification and trainings entered) within 18 months of beginning work as a service coordinator. When applying for the initial service coordinator credential, you must meet the following requirements:

1. A minimum of an associate's degree from a Council on Higher Education Accreditation (CHEA) accredited college or university in a major field of study related to early childhood (see Attachment C for a list of related degrees).
2. Completion of a personal profile with validation on the Ohio Professional Development Network Registry (Directions are attached)
3. Completion of required training sessions, which are listed in the annually published Help Me Grow Training Bulletin (Directions are attached)
4. Knowledge and/or experience working with families with infants and/or toddlers demonstrated to their supervisor through the Skills Inventory (Attached)

### Tips for Achieving Credential

- When you are hired, take a few minutes to fill out your profile on the Ohio Professional Development Network Registry. This requires sending in proof of education so that your profile can be validated, so it is better to do now than wait for your 18 months to be done. Directions are attached.
- In the first month of hire, set up an account on Ohio Train (where we register for all of our required trainings). Directions are attached.
- You are required to attend the following trainings in your first year: (1) Training Institute (2-day basics training; should be taken first), (2) Individualized Family Service Plan (IFSP) ONLINE, (3), Ages & Stages Questionnaire/Ages & Stages Questionnaire: Social Emotional ONLINE (4) Transition: Connecting the Dots ONLINE, (5) Hearing Status, (6) Taking A Look, and (7) Parents as Teachers 2day/3day Foundational/Model Implementation (or postsecondary class in child development or Infant Toddler Growth and Development).
- We strongly suggest that you plan out the trainings you will take during your first 18 months on the job. This way, you will have a plan as to when you will get in all of the required trainings. Once you have completed training, you should enter the information in your OPDN Registry profile and send them a copy of your certificate. Always keep a copy of the certificates you earn and keep them in a file where you can get to them as needed.
- Once your initial credential has been earned, you will have 2 years before you have to show evidence of 20 hours of contact hours to renew credential. Directions for Credential Renewal are attached.

If you have any questions, please call Jeffrey Wynnyk, BEIS Training and Family Support Supervisor at 614-644-9164, or e-mail [credentialing@odh.ohio.gov](mailto:credentialing@odh.ohio.gov)

## How to complete a Personal Profile on the Ohio Professional Development Network Registry

Follow these instructions to develop your professional profile, recording your employment, education, and training in order to fulfill the new Help Me Grow credential requirement. Opdn.org also provides information about professional development opportunities and resources to help you in your career as you move within or even out of Help Me Grow and into the broader early care & education system across Ohio.

### How to Start

1. Go to <http://www.opdn.org/> and click "Registry" at the top
2. Click the "Sign up for OPDN.org" button above the log in box
3. Fill in the information
4. Click "Submit"
5. Receive your private, secure username and instructions via e-mail after submittal

### Next

1. Gather your formal education and training documents including transcripts, licenses, certifications and in-service forms
2. Go to <http://www.opdn.org/> and click "Registry" at the top
3. Log in using your new password and username
4. Complete your profile by entering your experience, education and training
5. Print and complete a "File Submission Cover Sheet"
6. Copy your education and training documents
7. Mail the "File Submission Cover Sheet" along with copies of your documents to  
OCCRRA-Registry  
6660 Doubletree Avenue  
Columbus, Ohio 43229

If you have questions about the process, contact the registry Office at OCCRRA:

Local phone: 614-396-5959

Toll-free: 877-547-6978

E-mail: [registry@ocrra.org](mailto:registry@ocrra.org)

**IMPORTANT! If you change employers:** Your registry profile remains yours regardless of where you are employed. If you leave your current employer **do not** create a new registry profile. Simply enter your termination date in that employment record and click on "Add new record" to enter the information about your new employer. This will ensure that your employment records are accurate and up-to-date. Coming soon, you will be able to produce a resume from your registry profile.

**Come back often to update and maintain your record!** Whenever you complete training, acquire education and credentials, or if you change employment, be sure to enter that information into your professional profile as soon as possible to maintain a comprehensive, up-to-date record of your employment, education and training. Be sure to send in required documentation for verification after changes are made. You may log in to the Registry to view or update your profile wherever you have internet access. (NOTE: If you change

Revised 3/31/2011

training/education/credential information that is already verified you may have to resubmit verification documentation.) You will be able to generate a transcript from your registry profile, and will want it to be as accurate and up-to-date as possible.

## How to set up an Ohio Train Account to Register for Trainings

### If you are a first-time OhioTRAIN user, please follow these instructions –

1. Go to the OhioTRAIN website: <https://oh.train.org>
2. Click on “Create Account” which appears underneath the login box on the left hand side of the page.
3. You will need to agree to the Train policies prior to registering. Each policy is an active link that leads to more information detailing the specific policy.
4. Fill out the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (\*). **Do not hit the “Back” button at any time during the process.**
5. Answer the two secret questions at the bottom of the page with easily-recallable, one-work answers. In the event that you forget your password, **you will be asked to answer these questions** as a security measure during the password retrieval process. Please take this step seriously and write your answers down somewhere. Click “Next” when finished.
6. If you would like to get email updates about TRAIN in the future, click the “Notification” checkbox.
7. On the next page, you will be asked to provide your agency, location, or job role. Another drop down box will appear where you will indicate you Office or Division. Another box will appear asking if you are a member of the MRC (Medical Reserve Corp). Please answer appropriately.
8. Please select up to three professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select “Other,” please type your specialization in the space provided. Click “Next” when finished. The purpose of selecting professional roles is because you can search for courses based on your professional roles if desired.
9. On the resulting page, please select the three settings that best fit your work environment. Click “Next” when finished.
10. On the resulting page, additional demographic information will be requested. This information is **not** required for registration. Click “Continue” to finish registering for OhioTRAIN. Click “Continue” again to register for the training. You will automatically be directed to the OhioTRAIN home page to begin searching for the training(s) you want to register for.

Listed under each training topic on the following pages are instructions on registering for a specific training.

### To search for a course:

1. Log-in to OhioTRAIN
2. Click on Course Search
3. Click on Keyword box and type whatever title is listed in this booklet for the training you are interested in
4. Click Search
5. You should be directed to a list of courses that match your search

### To withdraw from a course:

1. Please log-in to OhioTRAIN
2. Go to “My Learning Record” – located on the right hand side of the screen
3. Click on “My Learning”
4. Click on the name of the course you wish to withdraw from
5. Click on the “M” button next to the course
6. Click on the “Withdraw” button

You will receive an email indicating that you have officially withdrawn from the course.

## How to obtain your Service Coordinator Credential Renewal

You will need to renew your credential every two calendar years from the date that your initial credential is issued. The OPDN Registry will notify you of your credential renewal deadline 90 days before it is due via the email address you put into the registry. It will also alert your supervisor via email of the impending credential renewal.

### Tips for Achieving Credential Renewal

- Have a plan and get to trainings regularly rather than wait until the last six months or until you receive notification from OPDN.
- Make sure your classes count! And, now you need 20 training contact hours, not CEUs. Only the following courses/trainings will count toward credential renewal:
  - Trainings which have CH/CEU's from the regulatory and licensure agencies listed in Attachment D of the Help Me Grow Personnel Standards policy noted on the certificate
  - Trainings that are approved by ODH HMG on the Ohio Professional Development Network. Look for the ODH approved icon before you sign up and attend any of the trainings listed there.
  - All courses named "Ohio Help Me Grow..." on Ohio Train will be counted toward credential renewal unless otherwise stated (some sessions are informational rather than educational and will not be counted).
  - ODH does not require certain trainings during the credential renewal, but if any training is newly required, it will be counted toward the 20 hours needed.
  - Trainings must relate to the role or target population of the HMG Program, both of which are prenatal moms and children ages 0-3.
- Remember that there is no paper renewal application anymore, you simply add courses as you have completed them into your OPDN Registry profile and send the certificate into the Registry for verification.
- Failure to renew your credential will result in a lapse of credential. Any lapse of credential longer than 30 days means starting all over again, attending those required courses again or not being allowed to continue in your position.

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