

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

1. Create a profile in the Ohio Professional Registry <https://registry.occrpa.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. Official transcripts with visible registrar's signature are required to verify a college degree.
5. In your registry profile - access the application via the Applications tab of the registry profile.
  - a. Click on Home Visitor Application or Home Visitor Supervisor Application
  - b. Click on the application you wish to access
6. In the application, complete all required fields in the Applicant Information sections – Supervisor OPIN and Supervisor Name
7. In the Training Information section select the correctly corresponding training title. These are directly pulled from the trainings entered in the Training section of the profile. \*Please note: Training certificates uploaded as attachments to the application cannot be verified or used towards credential requirements.

**Please Note: HFA Home Visitors and Home Visiting Supervisors applying for a Full Credential, [please click here](#) for important changes to the TLC training requirement effective December 31, 2020. It is important to pay particular attention to the revised verification process to assure timely review and approval of your application.**

8. Supervisors will have an Employment Information section and must select experience to fulfill the employment requirement. Select which employment records fulfill this requirement by clicking Select for the appropriate employer.
9. Upload the Credential Checklist which has been signed and dated by your supervisor to the application in the Attachments section. Upload any education or training waivers provided by ODH to you to the Attachment section.
10. 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.

Please select the application you would like to fill out. If an application does not appear as a link, there may be additional information required in your profile to activate the application. Once an application has been started, it will appear in the chart below the list. You will be able to see the progress of the application in the status field.

**Applications can only be submitted in Google Chrome or Mozilla Firefox. Do not work on or submit any applications using Internet Explorer.**

**First- Applications Tab**

**Second- view the application status**

Application Name	Type	Submitted Date	Approved Date	Expiration Date	Status	
International Education	Initial				Draft	Action ▾
International Education	Initial				Draft	Action ▾