

Help Me Grow personnel will receive required training, coordinated by either the Ohio Department of Health’s training and support team or one of several contractors. Currently, Supervisors, Home Visitors, and Service Coordinators need to obtain a state credential in order to work within the Help Me Grow system. Please note that the requirements on the pages that follow apply to the Help Me Grow credential *only*. Personnel may have additional training and professional development requirements depending on their agency or program model.

HMG HOME VISITING NEW RULE (3701-8-03): As of January 15, 2015				
Credential Type	Required Training		Other Requirements	Renewals
	Course Name	Oh-Train Course ID		
Supervisors of Home Visitors	1. Training Institute 2. Principles of Home Visiting 3. Home Visiting with Prenatal Moms 4. Smoking Cessation 5. Mandated Reporting 6. Reflective Supervision 7. Early Track 3.0 (or self-study) 8. Trainings on tools for Home Visiting screening and assessment: a. ASQ/ASQ:SE b. Edinburgh Postnatal Depression c. Hearing Status Questionnaire d. HOME e. The First 60 Days: Tools from Theory to Practice f. Vision: Taking a Look	1034150 1047701 1028655 1028684 1028677 1049291 1034050 1019133 1023285 1023379 1019134 1034402 1023291	Individual holds at least a bachelor's degree from a council on higher education accredited college or university in a field related to working with pregnant women, infants or toddlers, or families or individuals with disabilities; Registration and validation using the Ohio Professional Registry; Completion of training as required by the HV model implemented within six (6) months of hire.	20 contact hours every 2 years
Home Visitors	1. Training Institute 2. Principles of Home Visiting 3. Home Visiting with Prenatal Moms 4. Smoking Cessation 5. Mandated Reporting 6. Early Track 3.0 (or self-study) 7. Trainings on tools for Home Visiting screening and assessment: a. ASQ/ASQ:SE b. Edinburgh Postnatal Depression c. Hearing Status Questionnaire d. HOME e. The First 60 Days: Tools from Theory to Practice f. Vision: Taking a Look	1034150 1047701 1028655 1028684 1028677 1034050 1019133 1023285 1023379 1019134 1034402 1023291	Individual holds at least an associate's degree from a council on higher education accredited college or university in a field related to working with pregnant women, infants or toddlers, or families or individuals with disabilities; Registration and validation using the Ohio Professional Registry; Completion of training as required by the HV model implemented within six (6) months of hire.	20 contact hours every 2 years
Home Visiting Contract Managers	1. Training Institute 2. Principles of Home Visiting 3. HMG Home Visitor Orientation 4. Early Track 3.0 (or self-study)	1034150 1047701 TBA 1034050	Must have a high school diploma or GED to be hired; must complete training within three (3) months of hire.	N/A

HMG EARLY INTERVENTION NEW RULE (3701-8-03): As of January 15, 2015				
Credential Type	Required Training		Other Requirements	Renewals
	Course Name	Oh-Train Course ID		
Supervisors of Service Coordinators	1. Training Institute 2. Reflective Supervision 3. All requirements for “Service Coordinator I” by next naturally occurring renewal	1034150 1049291	Minimum Bachelors in field related to working with pregnant women, infants or toddlers, or families or individuals with disabilities; Registration and validation using the Ohio Professional Registry.	At next naturally occurring credential (after January 15, 2015), Supervisors must submit for Service Coordinator I in addition to Supervisor credential; Renewal requires at least 20 contact hours/2 years of related to role or target population of HMG.
Service Coordinator I	1. Training Institute 2. Principles of Service Coordination 3. Ohio’s Individualized Family Service Plan (IFSP) 4. Screening tools a. ASQ/ASQ:SE b. Hearing Status Questionnaire c. Vision: Taking a Look d. Bayley-III (if used by agency) e. Battelle-2 (if used by agency)	1034150 1047684 1054646 1019133 1023379 1023291 1009447 1009401	Minimum Associate’s in field related to working with infants or toddlers, or children with disabilities, or families; Every SC credentialed before January 14, 2015 will be grandfathered in as an SC II; OPR Registration and validation using the Ohio Professional Registry.	Renewal requires at least 20 contact hours/2 years of training related to role or target population of HMG.
Service Coordinator II	1. Eligibility and Determination of Needs Process 2. Ten (10) contact hours of department approved training	TBA	Must be employed and credentialed as an SC I for at least six calendar months within the past two calendar years.	Renewal requires at least 20 contact hours/2 years of training related to role/target population.
Service Coordinator III	None (however – SC IIIs must retake any SC I trainings that have been substantially revised)	None	Must be employed and credentialed as an SC II for at least one calendar year within the past three calendar years; submit completed Skills Inventory to OPR.	Renewal requires at least 20 contact hours/2 years of training related to role/target population.

(table continued on next page)

Early Intervention Service Coordination Contract Managers	<ol style="list-style-type: none"> 1. Training Institute 2. Principles of Service Coordination 3. Early Track 3.0 (or self-study) 	1034150 1047684 1034050	Must have a high school diploma or GED to be hired; must complete training within three (3) months of hire.	N/A
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CENTRALIZED COODINATION
 NEW RULE (3701-8-03): As of January 15, 2015

Credential Type	Required Training		Other Requirements	Renewals
	Course Name	Oh-Train Course ID		
Individuals used for Centralized Coordination activities	<ol style="list-style-type: none"> 1. Training Institute 2. Early Track 3.0 (or self-study) 	1034150 1034050	Must have a high school diploma or GED to be hired; must be provided a minimum of one hour of direct, group or peer supervision per month; must complete training within six (6) months of the date of hire.	N/A
Central Coordination Contract Managers	<ol style="list-style-type: none"> 1. Training Institute 2. Central Coordination Orientation 3. Early Track 3.0 (or self-study) 	1034150 TBA 1034050	Must have a high school diploma or GED to be hired; must complete training within three (3) months of the date of hire.	N/A

Helpful tips and reminders

- ODH does not directly monitor credential expiration dates. It is expected that personnel and their supervisors ensure that credentials are kept up to date.
- Be sure to keep your training certificates in a safe place. You cannot reprint certificates for in-person trainings from your OH-Train record unless you have manually uploaded them in the Transcripts section of your record.
- All courses labeled on OH-Train as “Ohio Help Me Grow” receive credit towards the credential. To request Help Me Grow credit for an outside course related to the field of early childhood development, please request ODH approval. Be sure to check out the many early childhood-related training offerings available through the Ohio Professional Registry.
- For additional guidance, please call 614-644-8389 or visit the Professional Development section on our website: www.helpmegrow.ohio.gov

How to complete a profile on the Ohio Professional Registry

Follow these instructions to develop your professional profile – recording your employment, education, and training in order to fulfill Help Me Grow credential requirements. OPR 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 and education system across Ohio.

How to Start

1. Go to <https://login.occrra.org/>
2. Click the “Create a Profile” button above the log in box
3. Fill in required information
4. Click “Submit”
5. Receive your private, secure username and log-in 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 <https://login.occrra.org/>
3. Log in using your new password and username
4. Complete your profile by entering your experience, education, credential (licensure) and training(s)
 - a. Make sure to enter your Hire Date(s) on the Employment History
 - b. Type of employment: ODODD/Early Intervention/Help Me Grow
5. Print and complete a “HMG File Submission Cover Sheet” found on the Registry home page
6. Copy your education and training documents
7. Send the “HMG File Submission Cover Sheet” along with copies of your documents to:

OCCRRA-Registry
2760 Airport Drive, Suite 160
Columbus, Ohio 43219

- or -

Scan and e-mail to: credential@occrra.org

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

Phone: 614-396-5959
Toll-free: 877-547-6978
E-mail: credential@occrra.org

Tips and Reminders:

- **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.
- **Update and maintain your record.** Whenever you complete training, acquire education and credentials, or if you change employment, update your professional profile as soon as possible. Be sure to send in required documentation, along with a HMG File Submission Cover Sheet, for verification after changes are made.
- **Check back regularly.** You may log in to the Registry to view or update your profile wherever you have internet access. You can generate a transcript from your registry profile at any time.

How to set up an OH-Train account to register for trainings

If you are a first-time OH-Train user, please follow these instructions –

1. Go to the OH-Train website: <https://oh.train.org>
2. Click “Create Account” 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. 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. Click “Next” when finished.
6. Make sure to select “Receive e-mail notifications from OH-Train” to get email updates and notifications about courses you have registered for.
7. On the next page, you will be asked to provide your agency, location, or job role. Please answer appropriately.
8. Please select up to three professional roles that best match your job description. Click “Next” when finished. On the resulting page, please select the three settings that best fit your work environment. Click “Next” when finished.
9. On the resulting page, additional demographic information will be requested. This information is **not** required for registration. Click “Continue” to finish registering for OH-Train. Click “Continue” again to register for the training. You will automatically be directed to the OH-Train 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 OH-Train: <https://oh.train.org>
2. Click on Course Search
3. Click on Keyword box and type the title or course number of 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 OH-Train
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 “Withdraw” button

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