

# Guide to Pennsylvania's Infant/Toddler Early Intervention Provider Registry

## Creating an Early Intervention Specialist Account

### ***Do I Need to Create an Early Intervention Specialist Account?***

Two groups of people need to complete an account in the Infant/Toddler Early Intervention Provider Registry:

1. Infant/Toddler Early Intervention Providers and Service Coordinators – any Pennsylvania EI Staff who must document training hours for an Infant/Toddler EI program should create an Early Intervention Specialist account. This includes administrators/supervisors who may act as a substitute for Service Coordinators.
2. Infant/Toddler Early Intervention Registry Administrators - Each EI provider agency, including those providing Service Coordination services, should have a person designated as the Infant/Toddler EI Provider Registry Administrator. The county Infant/Toddler EI Coordinator or designee should also be designated as the EI Provider Registry Administrator. The Registry Administrator is responsible for administering the registry, including verifying employees who have created an account, monitoring employee participation, and accessing reporting features.

\*Please note that you will first create **an account in the Professional Development Registry** with your email and password. Once this is created, you will click on “**Create an Early Intervention Specialist Account**” to enter and upload additional information specific to Early Intervention. Directions are listed below.

### ***What Information Do I Need In Order to create an Early Intervention Specialist Account?***

To make the process quicker, please gather the following information. You will be asked to upload documentation.

Before you get started, you may wish to scan the documents into your computer or take a photo of these documents on your phone.

- The official agency name for your place of employment and the agency MPI number. If you do not know the MPI number, please ask the fiscal staff at your agency.
- Documentation of your educational background (ex., diplomas, licenses, credentials, teaching certificate PPID, etc.)
- Documentation of any training hours received since July 1, 2020 (ex., certificates of attendance, etc.)
- Documentation of the completion of clearances (ex., First Aid, CPR, etc.)
- Information on memberships in professional organizations (if any)

### ***When Do Accounts need to be completed?***

#### By March 31, 2021

- All Service Coordinators and EI providers must have a profile and account set up.
- All EI Registry Administrators must have a profile and account set-up and have linked EI providers to their employing agencies and EI IT Programs

#### By August 1, 2021

- All Service Coordinators and EI providers must have entered their FY 2020-21 training hours into the Provider Registry.

### ***What is the EI Provider Registry?***

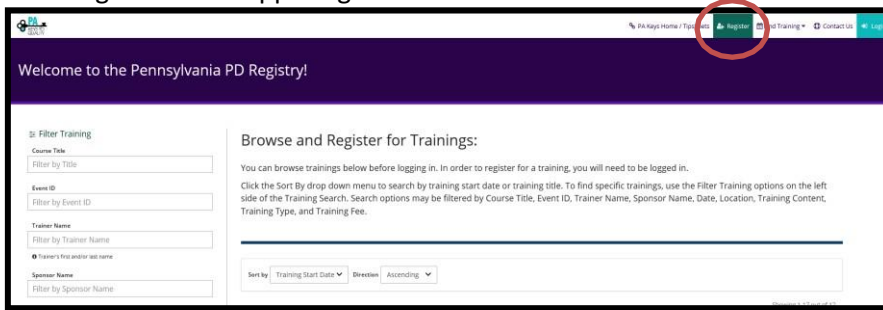
Infant/Toddler Early Intervention Provider Registry is a statewide database to track the qualifications, credentials, and training requirements of EI providers and Service Coordinators. It allows EI agencies and programs to accurately track staff training requirements. It is a secure, online tool for EI providers and Service Coordinators to document professional qualifications and training hours. The EI Provider Registry documentation can follow EI providers and Service Coordinators if they move to a new employer. Please note, the Registry also serves Professionals in the Early Childhood Education Workforce. This means that language and certain functionality may differ or not apply to you.

### ***What if I have a question?***

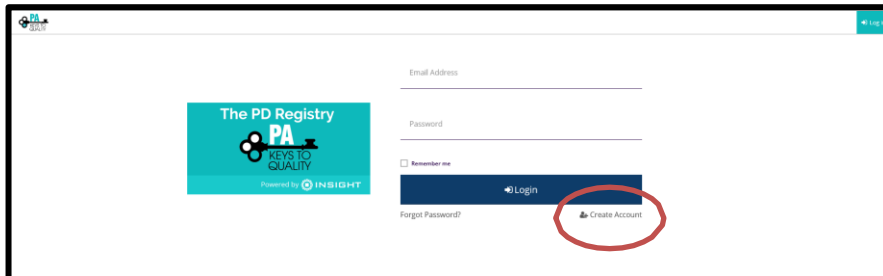
Please email: [ra-ocdintervention@pa.gov](mailto:ra-ocdintervention@pa.gov)

## Create An Early Intervention Specialist Account

1. Go to [www.papdregistry.org](http://www.papdregistry.org)
2. Click Register in the upper right-hand corner



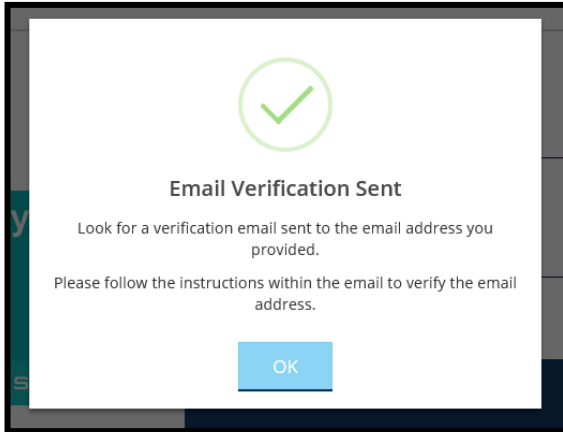
3. Click Create Account if you are setting up a new account. Please note, you do NOT need to create a new account when changing employers within PA Early Intervention.



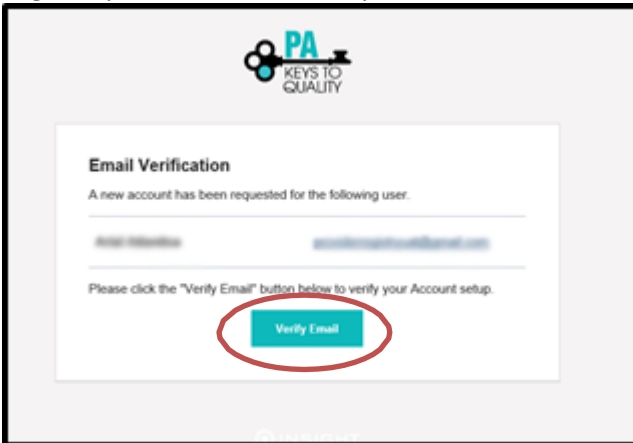
4. Enter your information



5. You will receive this notification



6. Log into your email, click Verify Email, and then create a password



7. You will be asked to locate your profile if it exists. Enter your information and click Next.

**Locate Profile**

**Why Do I Need to Enter This First?**

You may have a profile in the system. Please fill out this form so that we can see if your profile exists. The system will use your birth date and last five digits of your social security to find your profile. We store this information on your profile and will use it to verify your identity if you need to contact us.

• If no existing profiles are found, you will automatically continue onto new profile setup.

**First Name**  
Enter First Name Required

**Last Name**  
Enter Last Name Required

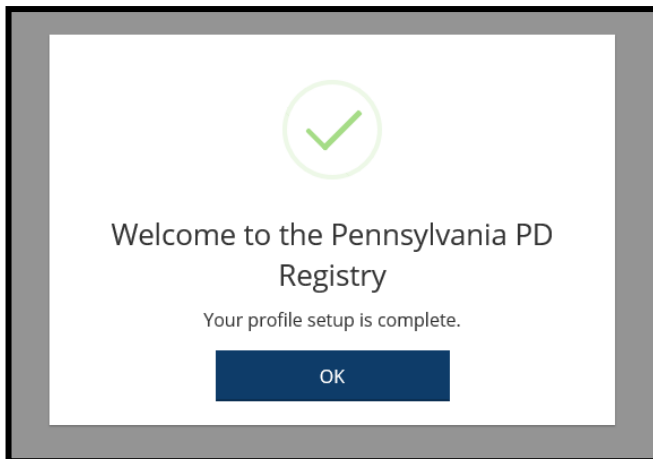
**Email Address**  
Enter Email Address Required

**Date of Birth**  
Month  Day  Year  Required

**Last 5 Digits of SSN**  
Enter Last 5 Digits of SSN Required

Next >

8. Follow the prompts to enter your personal information, choose communication preferences, and accept the Terms of Use.



9. After logging into the PD Registry, click the Create Early Intervention Specialist Account. Then click the Apply/Renew box. Please note there are no fees for setting up an account or using the EI Provider Registry.

<input type="checkbox"/> Complete my Profile (Career Pathway)	\$0.00
<input type="checkbox"/> Apply for the PA Director Credential (DC)	\$25.00
<input type="checkbox"/> Apply to become a PQAS Instructor	\$70.00
<input type="checkbox"/> Create Early Intervention Specialist Account	\$0.00
Total Fee: \$0.00	

[Apply/Renew](#)

10. Before clicking **Start** on the next screen, make sure to have **all** education transcripts, certificates, credentials, and diplomas ready to upload. You may scan the documents into your computer or take a photo of these documents on your phone to upload.

**My Personal Profile**

You will provide the information in each of the steps below. Each step will be saved as you go. If you can't complete all steps you may come back and complete it later.

1. Personal Information
2. Education
3. Employment History
4. Training
5. Professional Development Plan and More
6. Submit Application

[Start](#)

Do you have all your documents scanned and ready to upload?

11. Enter all information on the **Personal Information screen**. Include:

- Your PPID number (if you have a Pennsylvania Teaching Certification from Pennsylvania Department of Education).
- A previous last name if listed on an educational transcript.

12. Click Save and Continue when the **Personal Information screen** is complete.

[Save and Continue >](#)

13. The next screen is the **Education screen** where you will self-report and upload education documents for **ALL** of your education completed including any education degrees you are currently enrolled in. Please note, not all fields pertain to every EI Specialist. Upload supporting documents such as a copy of your clearances, CPR certificate, license, etc.

When all education information has been entered, click Save and Continue at the bottom of the screen.

The screenshot shows the 'My Personal Profile' page with the 'Education' tab selected and circled in red. The page is divided into several sections, each with a title, a dropdown menu for adding new items, and a text box with a 'Click Add New to update your information' prompt. The sections are: High School (with an 'Edit' button), Completed Higher Education, Teacher Certification, Credentials, Certificates, Diplomas & Endorsements, CPR, First Aid, Fire Safety Requirements, Early Intervention Licenses, and Early Intervention Clearances. At the bottom of the page, there are three buttons: 'Return to My Profile', '< Previous Step', and 'Save and Continue >', with the 'Save and Continue >' button circled in red.

14. The next page is the **Employment** page. Click Add Position

**My Personal Profile**

Personal Information | Education | **Employment** | Training | Professional Development Plan and More | Review | Submit Application

Please add an employment record for every early learning and school-age care position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.

**Add Position**

**No Employment Entered**  
No employment has been added to this online application

Return to My Profile | < Previous Step | Save and Continue >

15. Select Early Care, School-Age and Education Programs.

**My Personal Profile**

Personal Information | Education | **Employment** | Training | Professional Development Plan and More | Review | Submit Application

Please select the program type in which you are employed. Once you click on the select tab, you may choose to search your program by program ID (check with your program administrator for this number) or by program name. If you are selecting the program name, please make sure it is the correct program.

Return to Employment List

Early Care, School-Age and Education Programs. Please note that your Organization ID is NOT your MPI number.

**Select this button if your employer is any of the following:**

- Head Start or Early Head Start
- Family child care provider
- Child Care Center
- School-age program (Before school, After school, etc.)
- School-based Pre-K or Preschool program
- Early Childhood Special Education
- Early Intervention Agencies

**Select**

Out of state early learning or school age care or employment not related to early learning or school age care **Select**

Other Organization Types

**Select this button if your employer is any of the following:**

- Training Organizations
- Non-profits that do not directly offer child care or early education
- State and local agencies
- State and local government
- Institutes of Higher Education
- Professional Associations
- Child Care Aware agencies
- License-exempt programs
- Legally non-licensed care providers

**Select**

16. If you know your employer’s MPI, you can use it to search for your employer. When entering the name of the agency that employs you, please use the official agency name. It should match the name that is used in the PELICAN system. Enter as much or as little of the information that you have and click Search.

### My Personal Profile

Personal Information   Education   **Employment**   Training   Professional Development Plan and More   Review   Submit Application

Search for: Early Care, School-Age and Education Programs. Please note that your Organization ID is NOT your MPI number.

Please select the program type in which you are employed. Once you click on the select tab, you may choose to search your program by program ID (check with your program administrator for this number) or by program name. If you are selecting the program name, please make sure it is the correct program.

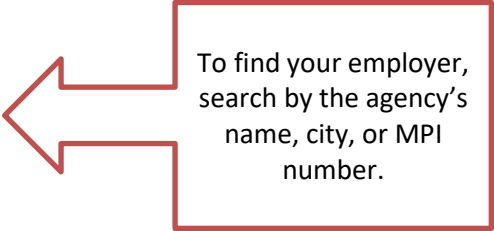
Organization ID

Employer Name

City

MPI Number

School District Number



To find your employer, search by the agency’s name, city, or MPI number.



17. The results will appear at the bottom of the screen. Click on the correct employer.

If your employer doesn't appear in the search results, try the MPI. Contact your fiscal office if you do not know your employer's MPI.

If your employer still does not appear, stop and email [ra-ocdintervention@pa.gov](mailto:ra-ocdintervention@pa.gov).

### My Personal Profile

Personal Information   Education   **Employment**   Training   Professional Development Plan and More   Review   Submit Application

Search for: Early Care, School-Age and Education Programs. Please note that your Organization ID is NOT your MPI number.

Please select the program type in which you are employed. Once you click on the select tab, you may choose to search your program by program ID (check with your program administrator for this number) or by program name. If you are selecting the program name, please make sure it is the correct program.

Organization ID

Employer Name

City

**Search**

MPI Number

School District Number

**Start Over**

Click on the Organization ID or Employer Name to that organization to your employment record.

Organization ID	Name	Address	License	Effective
<a href="#">41874</a>	<a href="#">BRIGHTER DAYS EARLY INTERVENTION AGENCY LLC</a>	1011 STATE ST #112 HARRISBURG, PA 17103-1802	11/01/2018-0001	N/A
<a href="#">41917</a>	<a href="#">CONNECTIONS-EARLY INTERVENTION AND SUPPORTS</a>	1000 HUNTER DR LEESBURG, VA 22081-0000	11/01/2018-0001	N/A
<a href="#">41954</a>	<a href="#">EARLY INTERVENTION PROFESSIONALS</a>	1001 UNIVERSITY DR HARRISBURG, PA 17103-1807	11/01/2018-0000	N/A

18. Confirm that your selection is correct, or return to the search results to choose another.

The screenshot displays a web interface titled "My Personal Profile". At the top, there is a navigation bar with several tabs: "Personal Information", "Education", "Employment", "Training", "Professional Development Plan and More", "Review", and "Submit Application". The "Employment" tab is currently selected. Below the navigation bar, a message states: "You selected the following program. Confirm the selected program is correct." This is followed by a section titled "Program Information" which lists the following details:

- MPI Number: [Redacted]
- Effective: N/A
- Name: **BRIGHTER DAYS EARLY INTERVENTION AGENCY LLC**
- Address: [Redacted]
- Phone: [Redacted]

At the bottom of the form, there are two buttons: a blue "Confirm" button and a grey "Return" button. The "Confirm" button is circled in red.

19. Once confirmed, enter your position information. Wage information does not need to be provided.

### My Personal Profile

Personal Information
Education
Employment
Training
Professional Development Plan and More
Review
Submit Application

**Program Information**

MPI Number  
Effective  
Name  
Address  
Phone

Your program name and address will be listed here.

---

**Position Information**

Title\*  
-- Make a selection --

Hours Per Week\*

Months per year\*

This is my primary employer

Age of Children\*

Infants       Kindergarten  
 Toddlers       School-Age  
 Preschool       Adult  
 Pre-Kindergarten

Start Date\*      End Date

Wage information is not needed.

20. If you have more positions to enter, click Add Position again. (Do NOT create a new profile when changing employers.) Otherwise, click Save and Continue.

Save and Continue >

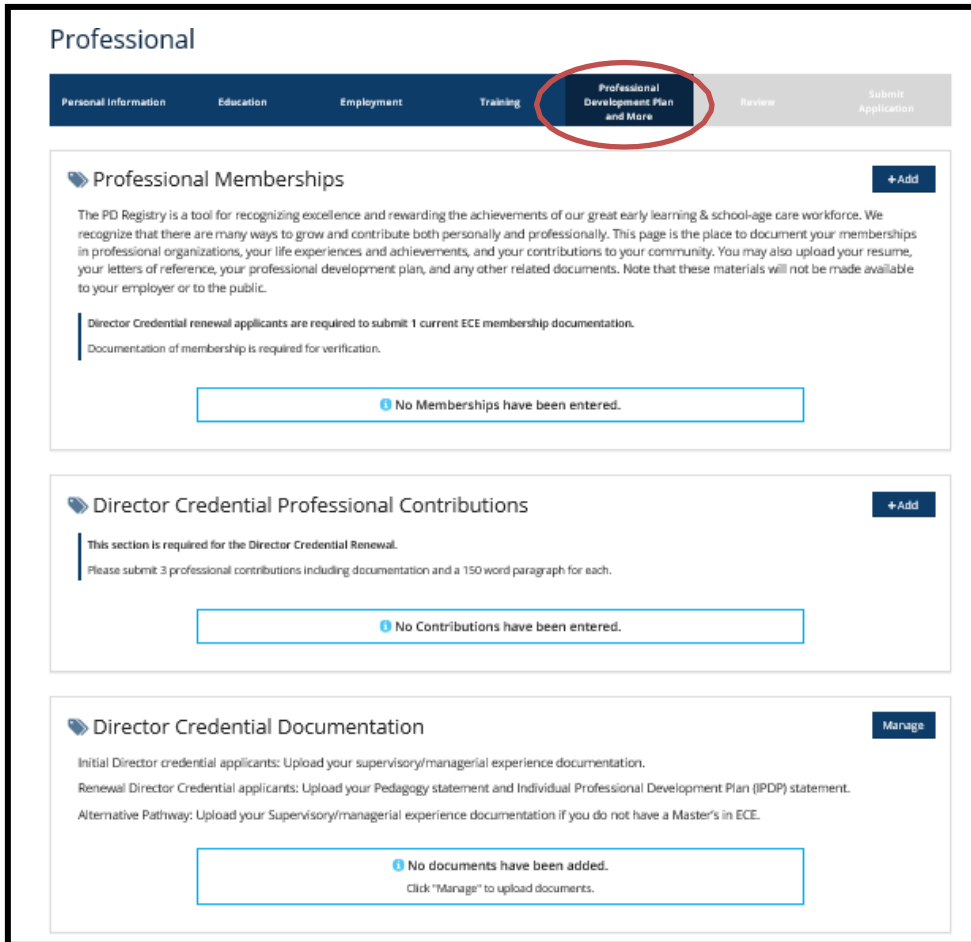
21. To add Early Intervention Training, click Add Hours.

The screenshot shows the 'My Personal Profile' page with the 'Training' tab selected. The navigation bar includes 'Personal Information', 'Education', 'Employment', 'Training', 'Professional Development Plan and More', 'Review', and 'Submit Application'. The 'Training Documentation' section shows a message: 'No documentation entered.' The 'Professional Development Outside of the PD Registry' section includes a description, an 'Individual Request Approval' button, and a 'Save Updates' button. A message states: 'No training has been added to this online application'. The 'Early Intervention Training Entry' section shows a message: 'No continuing education hours have been added to this online application'. A red circle highlights the 'Add Hours' button.

22. When all entries have been made, click Save and Continue

Save and Continue >

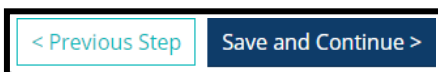
23. The next page is the **Professional** page. If you have a professional membership that you would like to document, click the drop-down menu under Professional Memberships and find the professional membership. Next, add the expiration date of the membership and click on the red folder to upload documentation of this membership. You may add more than one membership.



24. Click Save and Continue on the bottom of the page.



25. Review the information. If it is accurate, click Save and Continue. If an error is found, click Previous Step.



26. Once all of the information is correct, click Submit Application

### My Personal Profile

Personal Information
Education
Employment
Training
Professional Development Plan and More
Review
Submit Application

**Instructions:**

This is the final step to complete your applications. Once you press the **Submit** button, you will not be able to edit information until your profile has been verified.

**Are you ready?**

You are ready to submit your applications if you have completed:

- Personal Information: Ensured email and address is up to date and you have a PPID#, please include this here.
- Employment History: Make your current information is accurate, including number of hours worked, and wage information.
- Education: Please uploaded all transcripts from the school(s) that contain the name of the institution, the students name, the conferred date, and the major obtained, and/or current Credentials, Certificates, Diplomas & Endorsements.

If applicable:

- Instructor Information

By submitting my applications, I hereby agree that the information provided is complete, accurate, and up to date.

**What is next?**

Once you click **Submit**, please allow 90 days for your information to be processed. If you have any questions, please email [registry@pa.gov](mailto:registry@pa.gov).

**Please note:**

- Once you submit, you will not be able to edit information until your profile has been verified.
- If you do not upload the correct documentation, you will not be placed on the correct Career Pathway Level.

**Application Selections**

Item	Level	Expires	Fee*
Early Intervention Specialist	None - Initial	N/A	\$0.00
<b>Total Processing Fee*:</b>			<b>\$0.00</b>

Cancel
Submit Application

27. You will receive a confirmation email that your application was successfully submitted. Please allow 14 days for processing your Early Intervention Specialist Application. For any questions, please contact OCDEL at [ra-ocdintervention@pa.gov](mailto:ra-ocdintervention@pa.gov).