

I/T Provider Registry

Commonly asked questions:

I can't enter training hours in less than 1 hour increments. What do I do?

Early Intervention Training must be entered under the Early Intervention Training section and can be entered in .25 hour increments.

I don't see the Early Intervention training section?

If you do not see the Early Intervention training section, your profile has not been set up correctly. Navigate to the summary tab and verify that the checkbox for "Create an Early Intervention Specialist account" has been selected. This screen will reset to all blank values every time you exit the registry until you actually submit the application.

Where do I upload my training certificate?

Currently, the system is not allowing training certificates to be uploaded. This is scheduled to be fixed in early April 2021.

Do I need to enter my High School information?

High School diploma is not required.

Do I need to upload my transcript or diploma for higher education?

If you are a licensed professional, you do not need to upload your higher education information. Your license will suffice. Unlicensed Early Intervention professionals must upload their highest level of education information and/or transcript data in order to verify that they meet requirements to be an EI provider.

As the County Oversight, do I need to verify the providers that are listed in my queue?

No, we are working on removing this feature since the provider admin does the verifying before assigning to the county