

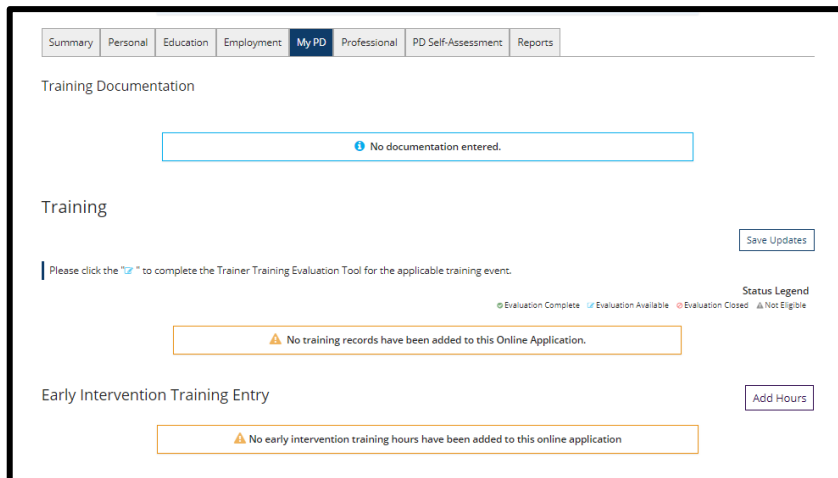
Maintaining Your Provider Registry Account

When must training hours be entered into the Provider Registry?

By August 1st of each year, all Service Coordinators and EI providers must have entered your training hours for the previous fiscal year (July to June) into the Provider Registry. If you are a new Service Coordinator or EI provider, you will need to set up your Early Intervention Specialists account prior to entering your training hours.

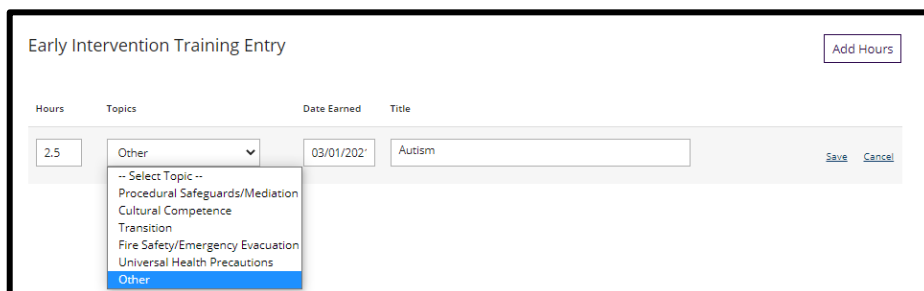
Adding Early Intervention Training Hours

1. Log into your existing account and navigate to the **My PD** tab.
2. On the PD Tab, **SKIP** the Training Documentation and Training sections.
3. Click **Add Hours** under **Early Intervention Training Entry**.



The screenshot shows the 'My PD' tab selected in the top navigation bar. Below the navigation bar, there are three main sections: 'Training Documentation', 'Training', and 'Early Intervention Training Entry'. The 'Training Documentation' section has a message: 'No documentation entered.' The 'Training' section has a message: 'No training records have been added to this Online Application.' The 'Early Intervention Training Entry' section has a message: 'No early intervention training hours have been added to this online application' and an 'Add Hours' button.

4. Add the required information in the fields below for each training event and click **Save**.



The screenshot shows the 'Early Intervention Training Entry' form. It has four main fields: 'Hours' (2.5), 'Topics' (Other), 'Date Earned' (03/01/2021), and 'Title' (Autism). The 'Topics' dropdown menu is open, showing a list of topics: 'Other', 'Procedural Safeguards/Mediation', 'Cultural Competence', 'Transition', 'Fire Safety/Emergency Evacuation', 'Universal Health Precautions', and 'Other'. The 'Other' option is selected. There are 'Save' and 'Cancel' buttons at the bottom right of the form.

- After clicking Save, you'll be ready to upload the documentation of your attendance at the training event you entered. Click the **Documents** box.

Enter documentation of attendance for all training events.

Early Intervention Training Entry

Add Hours

Hours	Topics	Date Earned	Title
2.5	Other	3/1/2021	Autism

Documents 0

- Click the **+Files** button in the pop-up box and upload your documentation. Upload multiple files if appropriate for the training event. When all documents are uploaded, click **Save and Close**.

Early Intervention Training Documentation

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Upload Early Intervention Training Documentation

+Files

The following file types are accepted:

.doc,.docx,.pdf,.rtf,.jpeg,.jpg,.bmp,.gif,.png,.pub,.tiff,.tif,.zip

Early Intervention Training

⚠ No Early Intervention Training Documentation has been uploaded

Save And Close

- Your screen should now show the training event and the number of documents that were uploaded.

Early Intervention Training Entry

Add Hours

Hours	Topics	Date Earned	Title
2.5	Other	3/1/2021	Autism

Documents 1