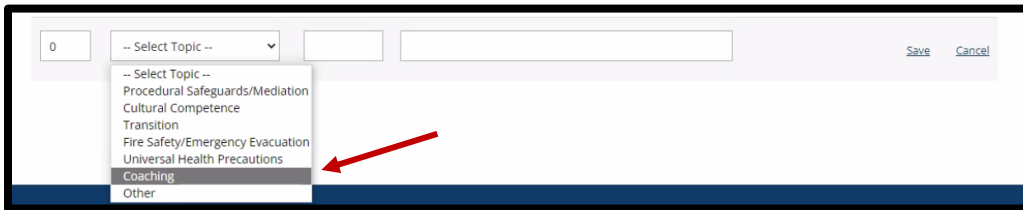


Documenting Coaching Efforts on the Infant/Toddler Early Intervention Provider Registry

Adding EI Training Hours Related to Coaching

1. Log into your existing account and navigate to the **My PD tab**. Click **Add Hours** under **Early Intervention Training Entry**.
2. Add the required information in the fields below for each training event. Make sure you select “Coaching” as the topic and click **Save**.



The screenshot shows a web form for adding training hours. It features a dropdown menu for selecting a topic, with the following options: -- Select Topic --, Procedural Safeguards/Mediation, Cultural Competence, Transition, Fire Safety/Emergency Evacuation, Universal Health Precautions, Coaching (highlighted with a red arrow), and Other. The form also includes a text input field for hours, a 'Save' button, and a 'Cancel' button.

3. Upload the documentation of your attendance at the training event by clicking the **Documents** box.

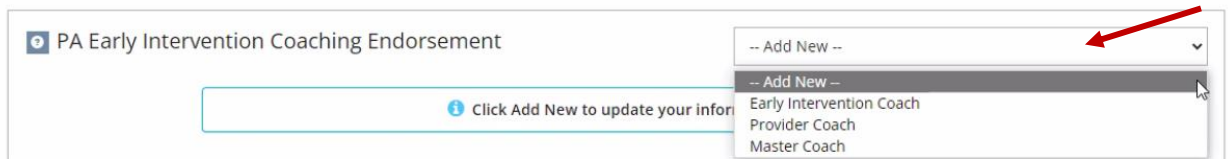
How to Upload Your Certificate of Endorsement

If you have reached fidelity as an Early Intervention Coach, Provider Coach or Master Coach, you should upload your Certificate of Endorsements to the Early Intervention Provider Registry.

You'll know if you have reached fidelity when you receive an email with this certificate.



1. Log into your existing account and click on the **Education tab**.
2. Click on **Edit Education**
3. Scroll to the section titled **“PA Early Intervention Coaching Endorsement”**. DO NOT use the “Credentials, Certificates, Diplomas & Endorsements” section.
4. Click **Add New** to add a Coaching Endorsement and select the type of Coaching Endorsement you have received.



5. Enter the **Issue Date** (listed on the certificate) and the **Expiration Date** of 2 years minus 1 day.
6. Select the **File Type**- Transcript/Certificate (required), upload your certificate, and click **Save** and **Close**.