

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

Managing Qualifications on the Education Tab in the Provider Registry

When must qualifications be entered into the Provider Registry?

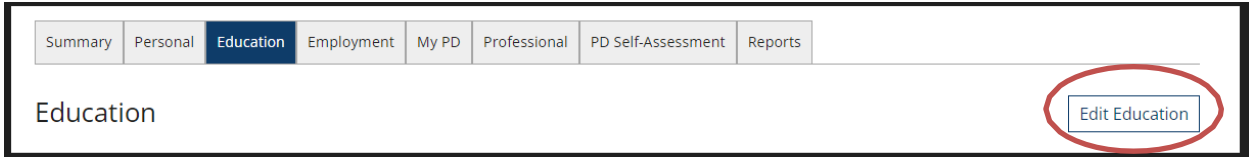
All qualifications must be entered into the Provider Registry for County review prior to providing services in a County.

What qualifications must be entered into the Provider Registry?

- Create a new entry for updated Licenses and Clearance. Do not upload a new document to an old or expired entry. DO NOT DELETE expired Licenses or Clearances. The Provider Registry compiles information across fiscal years and employment.
- When entering qualification information into the Provider Registry, select the appropriate expiration date.
- CPR/First Aid or Mandated Reporter training must be added to the Early Intervention Training Section and the Education tab. While CPR/First Aid or Mandated Reporter certificate covers multiple years, it will only be counted toward total Early Intervention training hours during the year the training was taken.
- Once Early Intervention Preservice Training is complete, it should not be changed, updated or deleted.
- Do not enter information into the Teacher Certification or Credentials, Certificates, Diplomas & Endorsements sections.

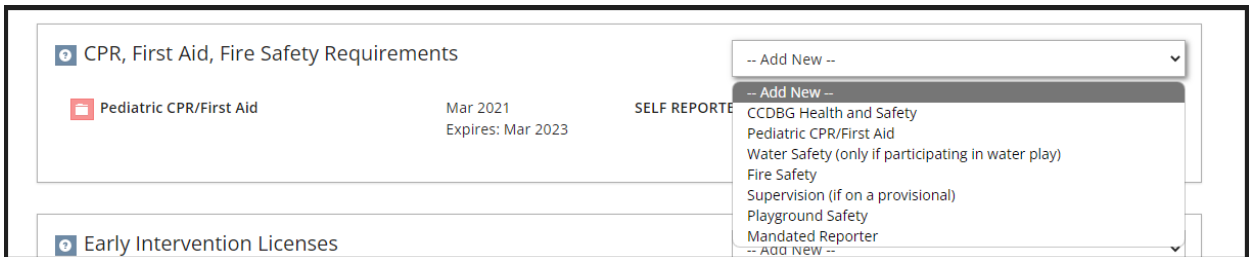
Managing Qualifications Early Intervention Training Hours

1. Log into your existing account and navigate to the **Education tab**.
2. Click **Edit Education**.

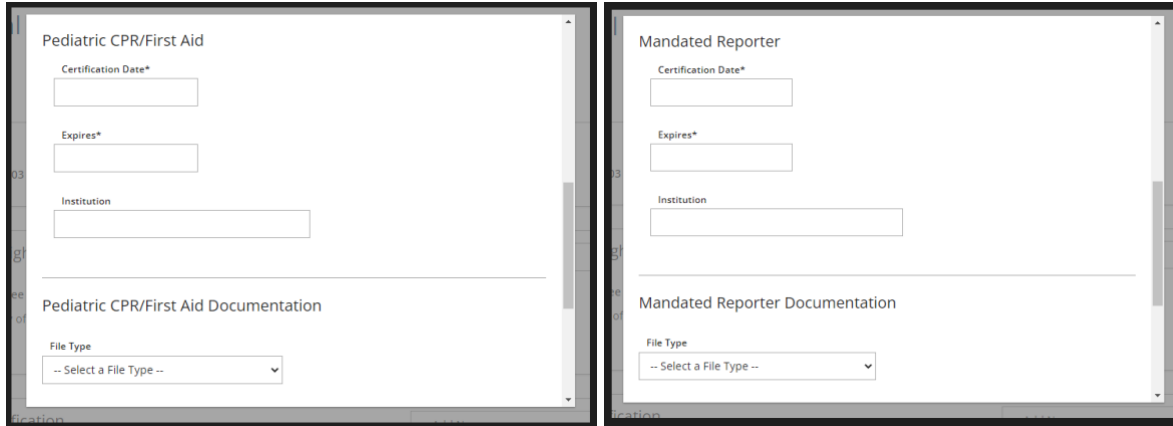


3. Update CPR, First Aid, Fire Safety Requirements section as needed. This includes Mandated Reporter training.

Note: Fire Safety training should be documented on the My PD tab.

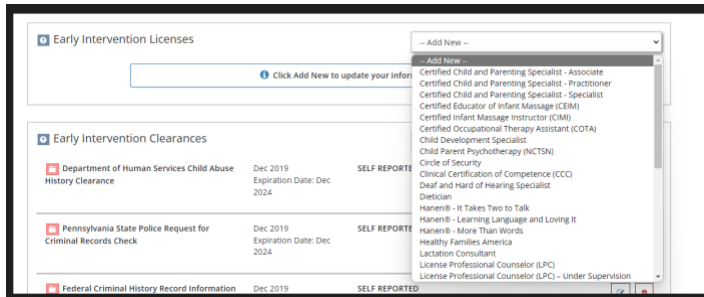


4. Enter all required information and upload the appropriate documentation.

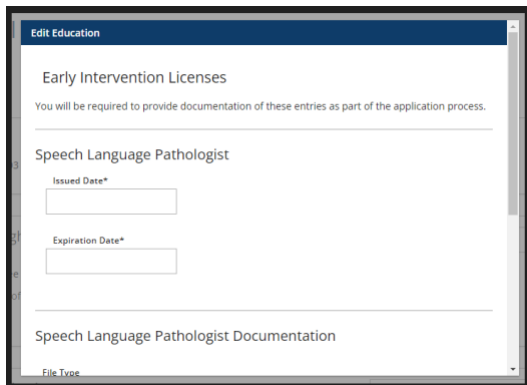


Scroll down and click **Save and Close**.

5. Update Early Intervention Licenses section as needed.



6. Enter all required information and upload appropriate documentation.



Scroll down and click **Save and Close**.

7. Update Early Intervention Clearances as needed.

Clearance Type	Expiration Date	Status	Actions
Department of Human Services Child Abuse History Clearance	Dec 2019 Expiration Date: Dec 2024	SELF REPORTED	[Add New] [Edit] [Delete]
Pennsylvania State Police Request for Criminal Records Check	Dec 2019 Expiration Date: Dec 2024	SELF REPORTED	[Edit] [Delete]
Federal Criminal History Record Information (CHRI)	Dec 2019 Expiration Date: Dec 2024	SELF REPORTED	[Edit] [Delete]

8. Enter all required information and upload appropriate documentation.

Edit Education

Early Intervention Clearances

You will be required to provide documentation of these entries as part of the application process.

Department of Human Services Child Abuse History Clearance

Issued Date*

Expiration Date*

Department of Human Services Child Abuse History Clearance
 Documentation

Scroll down and click **Save and Close**.