

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.
- 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.)

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.

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 and document 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.

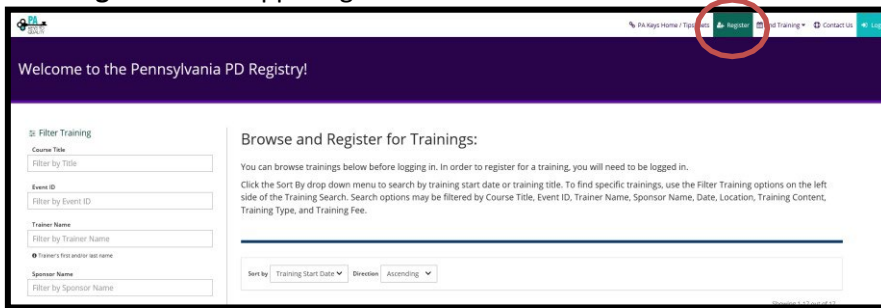
What if I have a question?

Please email: ra-ocdintervention@pa.gov

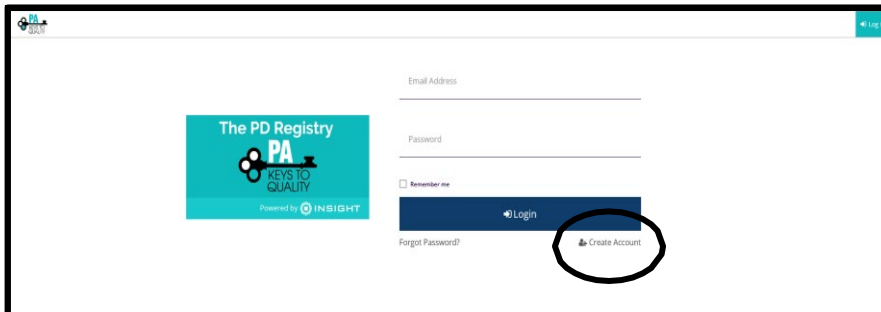
Create An Early Intervention Specialist Account

NOTE: Do not create a new Account when changing positions within Early Intervention.

1. Go to www.papdregistry.org
2. Click **Register** in the upper right-hand corner.



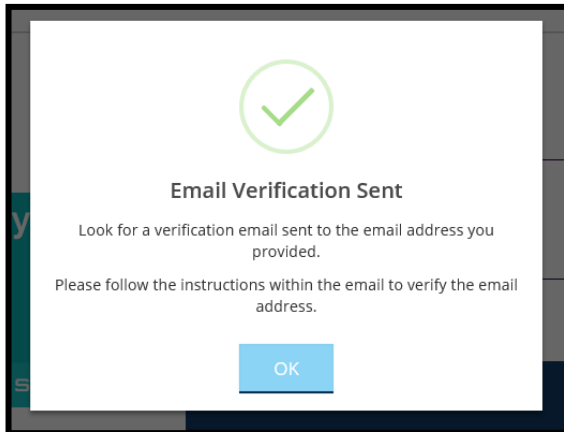
3. Click **Create Account** if you are setting up a new account. Please note, you do NOT need to create a new account when changing employers within PA Early Intervention.



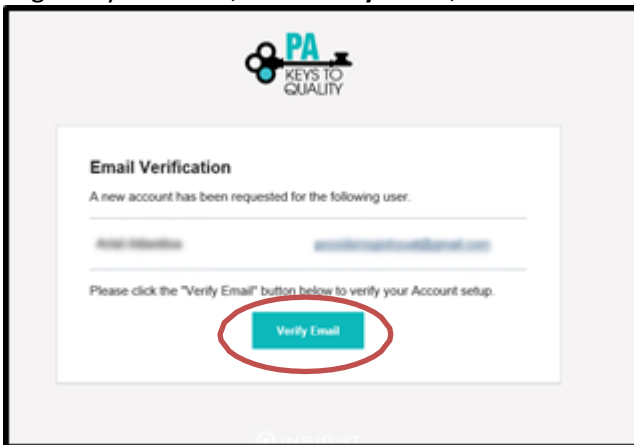
4. Enter your information.

The screenshot shows the 'Create Your Insight Account for the Pennsylvania PD Registry' form. The form includes the following fields: 'First Name' (with a placeholder 'Enter First Name'), 'Middle Name' (with a placeholder 'Enter Middle Name'), 'Last Name' (with a placeholder 'Enter Last Name'), and 'Email Address' (with a placeholder 'Enter Email Address'). Below these fields is a 'Create Account' button. Above the form, there is a message: 'The Pennsylvania PD Registry has partnered with Insight Secure Identity to ensure you and your data are protected with the latest in online security measures. Please enter the required info below to begin creating your secure Insight account.'

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

Required

Last Name

Required

Email Address

Required

Date of Birth

Month ▼

Day

Year

Required

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.

Welcome to the Pennsylvania PD Registry

Your profile setup is complete.

OK

9. After logging into the PD Registry, click the **Create Early Intervention Specialist Account**. Then click **Apply/Renew**. 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.

PLEASE NOTE: If you do not complete the application in one sitting, the system will require you to start over.

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 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. Use the directions below for information on the specific education information needed. When all education information has been entered, click **Save and Continue** at the bottom of the screen.

What to enter on the Education Screen

- High School – Enter whether you have a HS diploma, GED or no HS degree. Enter the graduation year. **You do not need to upload a HS diploma.**
- Completed Higher Education – All EI Providers must enter their highest degree, graduation date, name of the college/university, major areas of study, and minor areas of study if any.
 - PA licensed professionals do not need to upload diplomas and transcripts.
 - All other EI providers should upload diplomas and transcripts for only their highest degree.
- Teacher Certification – This section is optional. If you have a teaching certificate, you may enter it.
- Credentials, Certificates, Diplomas & Endorsements – Skip this section.

Note for Service Coordinators only: If you have a PA Civil Service Commission Certification, enter it here.

- CPR, First Aid, and Fire Safety Requirements - EI Providers must:
 - Enter Pediatric CPR/First Aid certification date and expiration date. Upload a copy of the certificate.
 - Enter Mandated Reporter certification date and **expiration date** (5 years from the certification date). Upload a copy of the training certificate.
 - **Do not enter** Fire Safety information on this screen. It will be entered in the training section.
- Early Intervention Licenses –
 - Select the type of license. Enter the issued date and expiration date. Upload a copy of the license.
- Early Intervention Clearances –
 - For all clearances, enter the issued date and **expiration date** (5 years from the issued date). Upload a copy of all three clearances.
 - The three clearances are:
 - DHS Child Abuse History Clearance
 - PA State Police Request for Criminal Records Check
 - Federal Criminal History Record Information
- Early Intervention Preservice Training
 - Enter the date Preservice Training was completed. Upload a copy of the training certificate. This information can be entered at a later time if not complete at the time of application.

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. Enter 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-EI system or the agency name that is listed on the IFSP services page.

If you are an independent provider, enter your name in the Employer Name field.

You do not need to complete every field, just enough to find your agency. Enter as much or as little of the information that you have and click Search.

NOTE: Only add Pennsylvania Early Intervention employment information. Experience outside of Early Intervention or outside of Pennsylvania does not need to be documented here.

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

Start Over

To find your employer, search by the agency's name.

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

If your employer does not appear or appears multiple times, **STOP** and email ra-ocdintervention@pa.gov.

My Personal Profile

Personal Information
Education
Employment
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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

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

Organization ID	Name	Address	License	Effective
41874	BRIGHTER DAYS EARLY INTERVENTION AGENCY LLC	1011 STATE ST #111 HARRISBURG, PA 17103-1111	11/01/2018-01/01/2021	N/A
41917	CONNECTIONS-EARLY INTERVENTION AND SUPPORTS	1000 PENNSYLVANIA AVE HARRISBURG, PA 17103-1111	11/01/2018-01/01/2021	N/A
41954	EARLY INTERVENTION PROFESSIONALS	1000 PENNSYLVANIA AVE HARRISBURG, PA 17103-1111	11/01/2018-01/01/2021	N/A

18. Confirm that the agency you selected is correct, or return to the search results to find the correct agency name.

My Personal Profile

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

You selected the following program. Confirm the selected program is correct.

Program Information

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

Confirm **Return**

19. Enter your position information. Do not enter wage information.
 Click **Save** after entering all your position information.

My Personal Profile

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

Program Information

MPI Number
 Effective
 Name
 Address
 Phone

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*

Remember, you do not need to enter wage information in this section.

20. If you have more than one employer, click **Add Position** again on the Employment page. Follow the steps from #14 to add additional employers.
21. On the Training Tab, **SKIP** the Training Documentation and Professional Development Outside of the PD Registry sections.
22. If you have Early Intervention training hours to enter, click **Add Hours** under **Early Intervention Training Entry**. Follow directions to enter training information and upload documentation. When all entries have been made, click **Save and Continue**.

Do NOT enter Preservice Training hours here.

If you don't see the "Early Intervention Training Entry" field on this page, **STOP**. Go back to Step #9 and double check that "Create Early Intervention Specialist Account" has been selected.

My Personal Profile

Personal Information
Education
Employment
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Submit Application

Training Documentation

No documentation entered.

Professional Development Outside of the PD Registry

This section is for you to enter trainings you have attended that were not listed in the PD Registry, such as conferences. These trainings will not be reviewed nor will they show on your PD record. Please do not upload Better Kid Care courses, as those records are shared with the PD Registry by Better Kid Care and will show on your record.

Individual Request Approval
Save Updates

No training has been added to this online application

Early Intervention Training Entry

No continuing education hours have been added to this online application

Add Hours

23. SKIP the **Professional** page. Click **Save and Continue** to move to the next page.

24. You are now on the Review Tab. Verify that all your information is correct. Click **Save and Continue**.

25. On the next page, you will see the privacy policy. Agree to the privacy policy and Click **Save and Continue**.

26. Verify that you see **Early Intervention Specialist** at bottom at the bottom of the page. If you do, click **Submit Application**. If you don't see Early Intervention Specialist, go back to Step #9 and make sure that **Create Early Intervention Specialist Account** was checked.

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.

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
Total Processing Fee*:			\$0.00

Cancel < Previous Step **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.