

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?

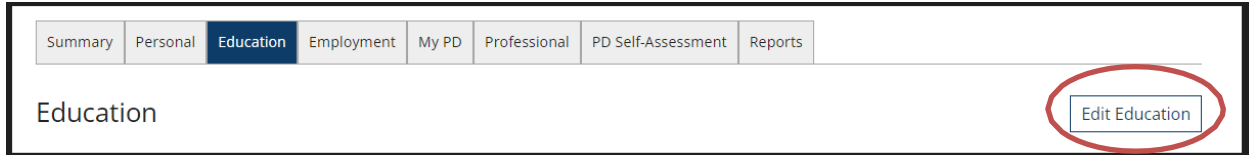
All qualifications must be entered into the Provider Registry for County review prior to providing services in a County.

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.

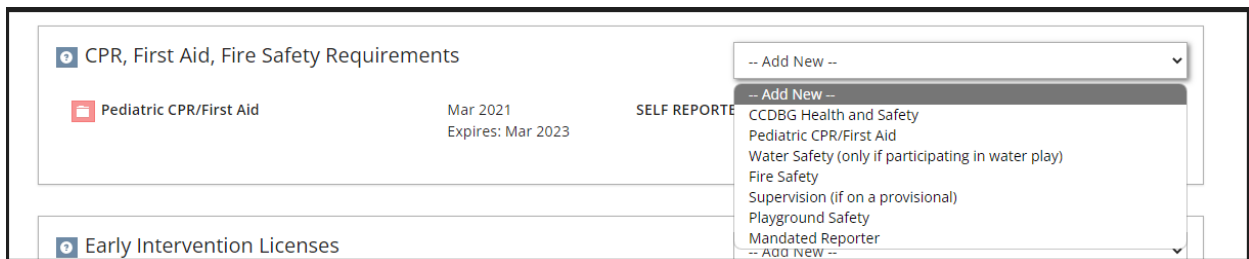
Managing Qualifications Early Intervention Training Hours

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

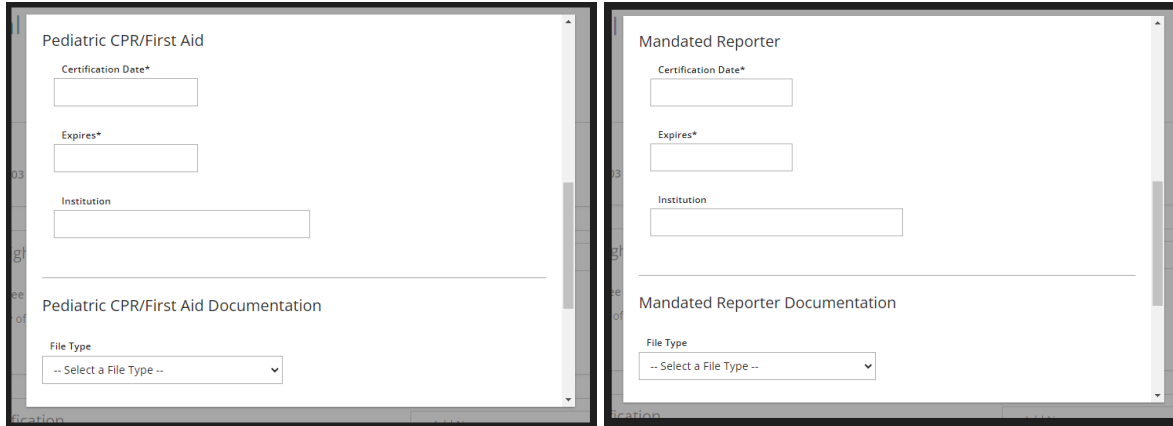


3. Update CPR, First Aid, Fire Safety Requirements section as needed. This includes Mandated Reporter training.

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

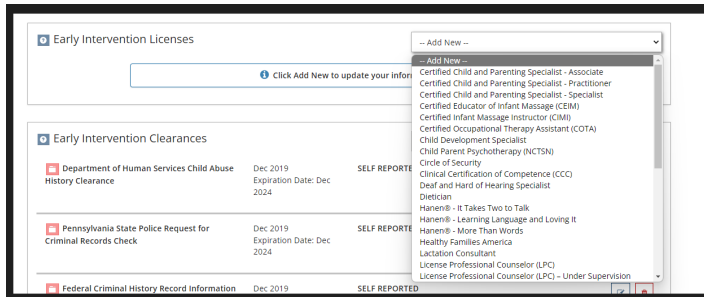


4. Enter all required information and upload the appropriate documentation.

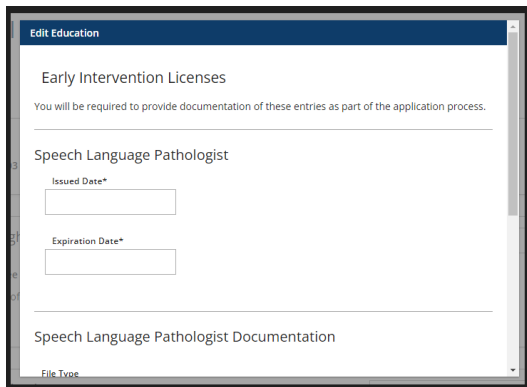


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5. Update Early Intervention Licenses section as needed.

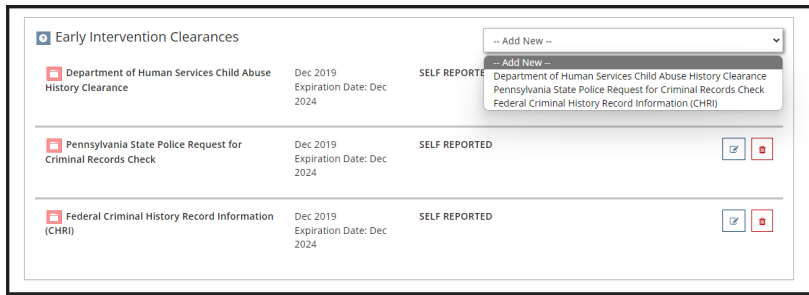


6. Enter all required information and upload appropriate documentation.

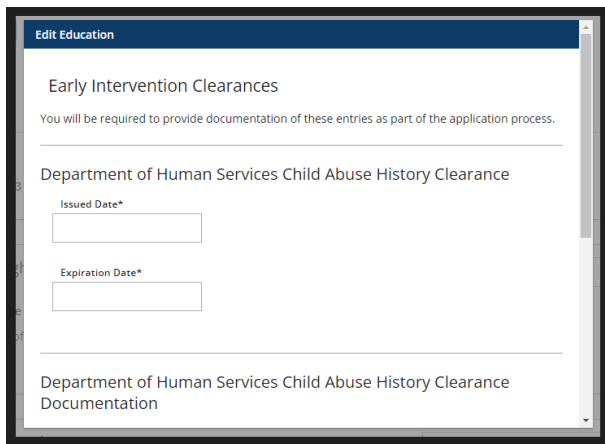


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7. Update Early Intervention Clearances as needed.

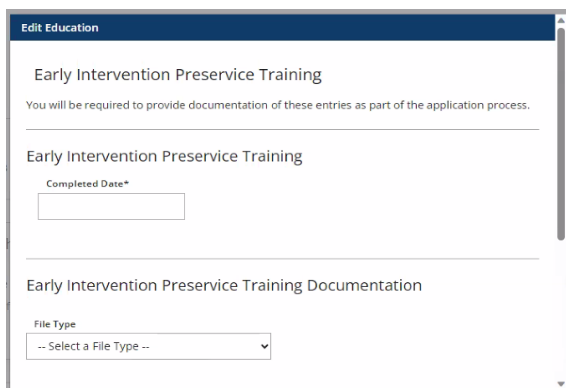


8. Enter all required information and upload appropriate documentation.



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

9. If you have not already done so, enter Preservice Training and upload appropriate documentation.



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