

# **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 I/T Early Intervention Provider 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
- Documentation of your qualifications (ex., clearances, licenses, First Aid, CPR, etc.)

### ***When must training hours be entered into the Provider Registry?***

By August 1<sup>st</sup> 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 I/T EI 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 I/T 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 I/T EI Provider Registry documentation can follow EI providers and Service Coordinators if they move to a new employer.

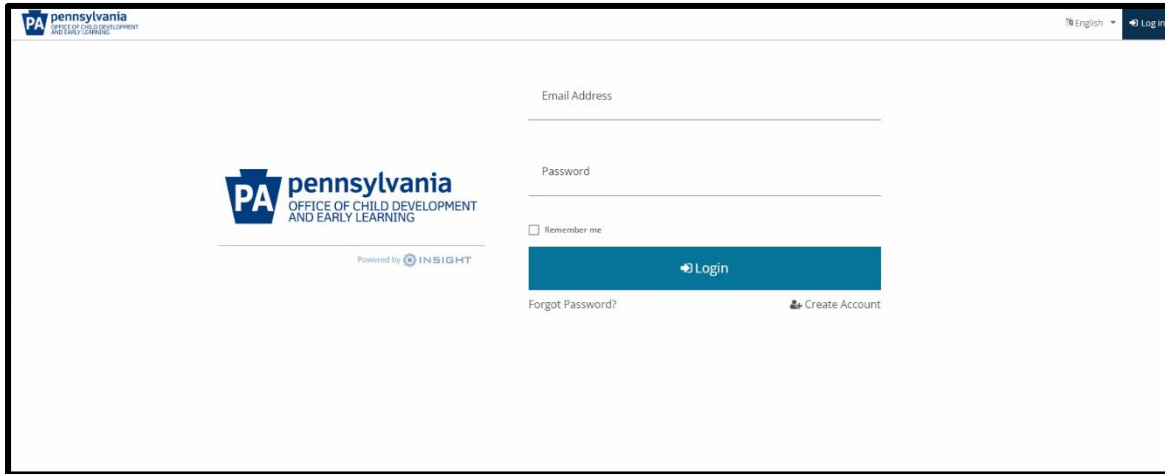
### ***What if I have a question?***

Please email: [ra-ocdintervention@pa.gov](mailto:ra-ocdintervention@pa.gov) or use the **Contact Us** form on the I/T EI Provider Registry.

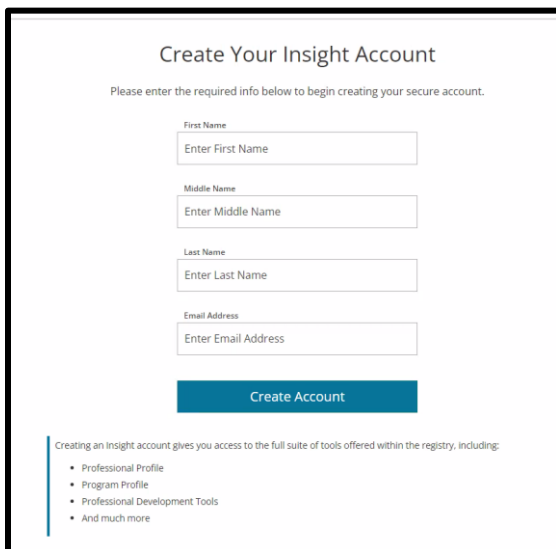
## Create An Early Intervention Specialist Account

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

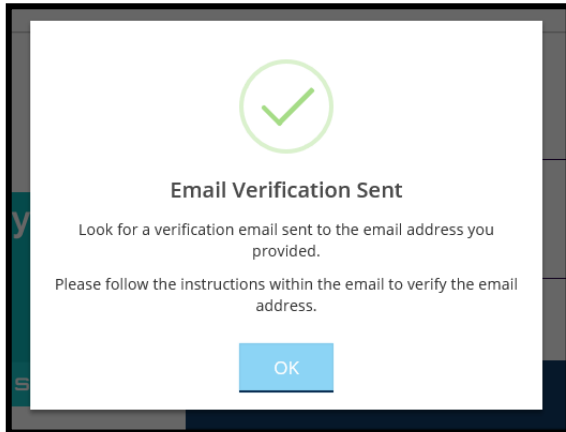
1. Go to [www.paeiproviderregistry.org](http://www.paeiproviderregistry.org)
2. Click **Create Account** if you are setting up a new account. Please note, you do NOT need to create a new account when changing employers within PA Early Intervention.



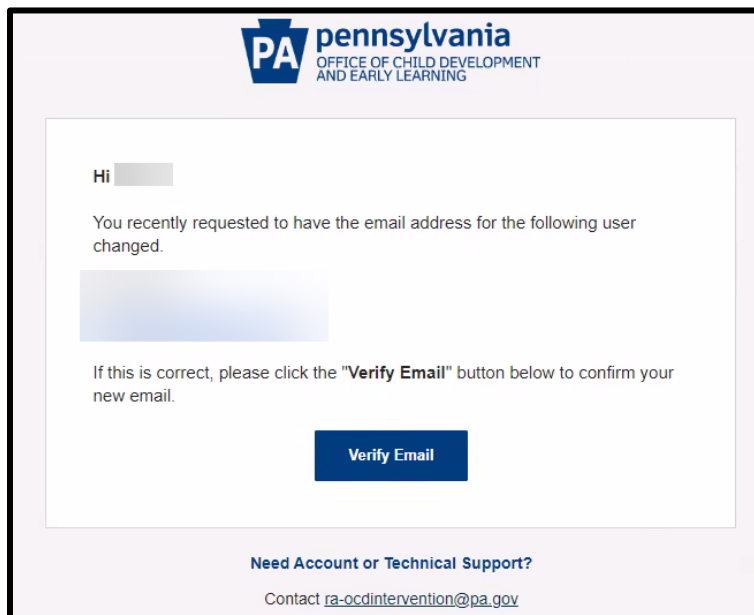
3. Enter your information.



4. You will receive this notification.



5. Log into your email, click **Verify Email**, and then create a password.



6. 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

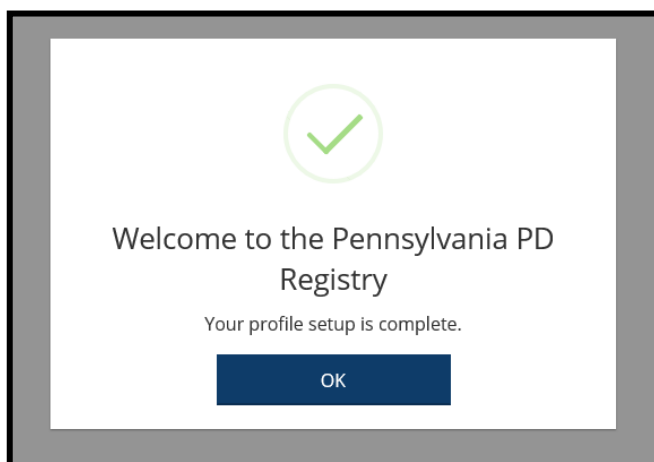
Required

**Last 5 Digits of SSN**

Required

**Next >**

7. Follow the prompts to enter your personal information, choose communication preferences, and accept the Terms of Use.



8. After logging into the I/T EI Provider Registry, click the **Apply for Membership**.

The screenshot shows a dashboard titled 'MY MEMBERSHIPS'. On the left, under 'No Memberships', there is a button labeled 'Apply for Membership' which is circled in red. To the right, there are two main sections: 'Employment' and 'Education'. The 'Employment' section states 'You do not have a primary employment set.' and has a 'View All Employment' button. The 'Education' section states 'You have not identified your highest level of education.' and has a 'View All Education' button. At the bottom, there are two more sections: 'Reporting' with a 'View Reports' button, and 'Notes' which states 'No Notes Available' and 'There are currently no staff notes entered.'

9. The following menu will be displayed on the right hand side of the screen. Select **Create Early Intervention Specialist Account**.

The screenshot shows a 'Membership Application' window. It prompts the user to 'Select one or more desired membership types and click "Next" to begin the application.' There is a checkbox for 'Create Early Intervention Specialist Account' with a price of '\$0.00'. Below this, there is a radio button selected for 'Create your Early Intervention (EI) Specialist Account'. A description follows: 'This designation is a Pennsylvania Early Intervention Specialist specific role. Approval of this account is for individuals working in any of the Pennsylvania Early Intervention agencies.' At the bottom, there are 'Cancel' and 'Next' buttons.

10. Before clicking **Next** 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

[Return to My 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. Submit Application

[Start](#)

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.
- CPR, First Aid, and Mandated Reporter Training - 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.
- 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

14. The next page is the **Employment** page. Click **Find Employer**.

## Employment

Application Must be Submitted

Personal Information

Education

Employment

Training

Professional Development Plan and More

Review

Submit Application

Please add a separate entry for each Early Intervention position you hold or have held in the past. If you serve as an interventionist and an administrator, only list the interventionist title in which you hold.

Find Employer

No job positions have been added.  
Select "Find Employer" to add a position.

Return to My Profile

< Previous Step

Save and Continue >

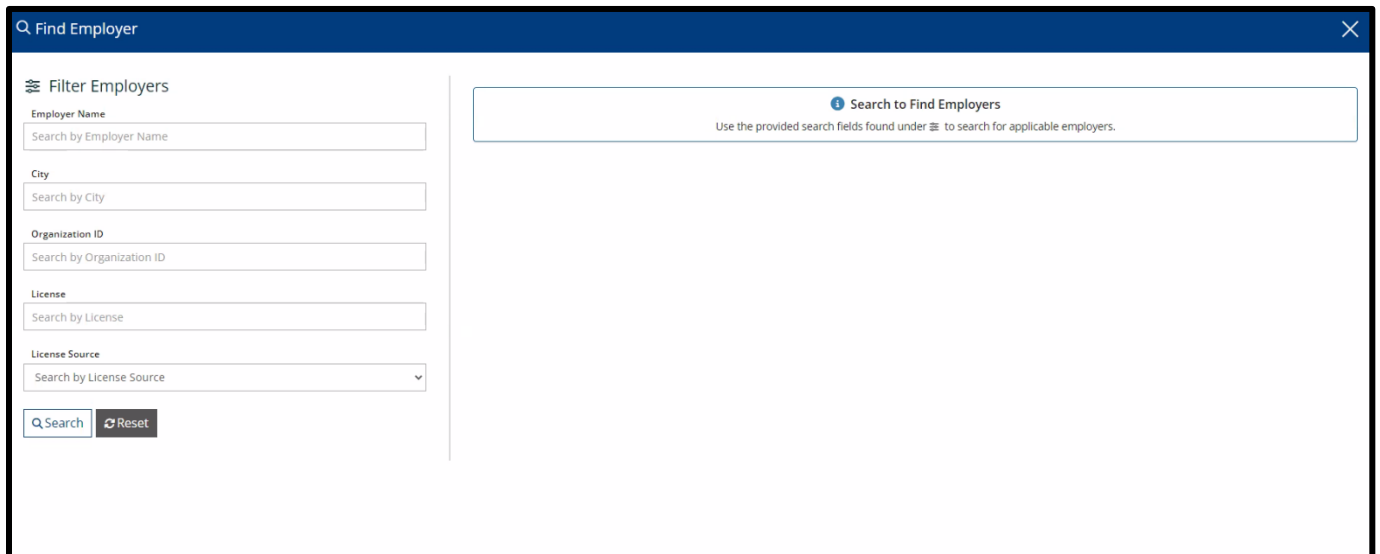


15. Enter the name of the agency that employs you. Please use the official agency name. It should match the name that is used in the PELICAN-EI system or the agency name that is listed on the IFSP services page.

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

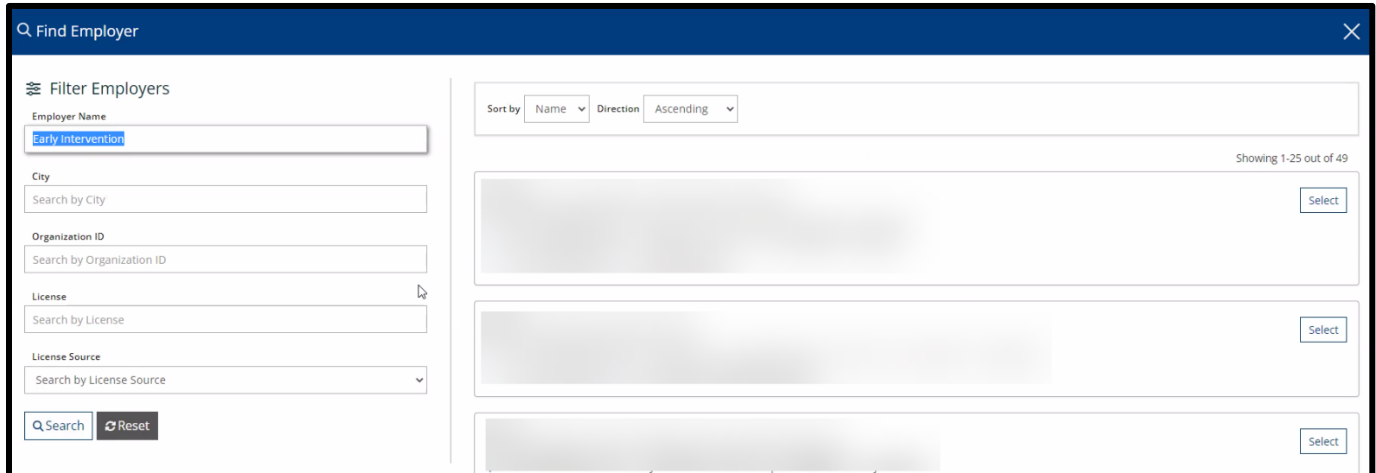
You do not need to complete every field, just enough to find your agency. Enter as much or as little of the information that you have and click Search.

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



16. The Search results will appear on the screen. **Click Select.**

If your employer does not appear or appears multiple times, **STOP** and email [ra-ocdintervention@pa.gov](mailto:ra-ocdintervention@pa.gov).



The screenshot shows a web application titled "Find Employer" with a blue header bar. On the left, there is a "Filter Employers" sidebar with the following sections:

- Employer Name:** A text input field containing "Early Intervention".
- City:** A text input field with the placeholder "Search by City".
- Organization ID:** A text input field with the placeholder "Search by Organization ID".
- License:** A text input field with the placeholder "Search by License".
- License Source:** A dropdown menu with the placeholder "Search by License Source".
- At the bottom of the sidebar are two buttons: "Search" and "Reset".

On the right side of the application:

- There is a sorting section with "Sort by" set to "Name" and "Direction" set to "Ascending".
- Below this, it says "Showing 1-25 out of 49".
- There are three visible result cards, each with a blurred image and a "Select" button on the right.

17. Enter your position information. Click **Save** after entering all your position information.

Add Position

Employment Information

Title

--Make a selection--

Required

Is this your primary employment?

Required

☐ This is my primary employment

☐ Not my primary employment

Age of Children

At least one option must be selected

☐ Infants

☐ Toddlers

Early Intervention Start Date

Enter Employment Start Date

Required

Early Intervention End Date

Enter Employment End Date

Required

Hours per Week

Enter Hours per Week

Required

Months Per Year

Enter Months per Year

Required

18. If you have more than one employer, click **Find Employer** again on the Employment page. Follow the steps from #14 to add additional employers.

19. Once you have all of your Employers entered, click **Save and Continue**.

20. 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.** They will be entered after your application is approved.

## My Personal Profile

*Application Must be Submitted*

Personal Information

Education

Employment

Training

Professional Development Plan and More

Review

Submit Application

Early Intervention Training Entry

Add Hours

*No continuing education hours have been added to this online application*

Return to My Profile

< Previous Step

Save and Continue >

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

22. Click **Submit Application**.

### My Personal Profile

*i* Application Must be Submitted

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

Instructions:

*⚠* Click Submit Button Below

Application Selections

Item	Level	Expires	Fee*
Early Intervention Specialist	None - Initial	N/A	\$0.00
<b>Total Processing Fee*:</b>			<b>\$0.00</b>

Return to My Profile
 < Previous Step
 **Submit Application**

23. 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](mailto:ra-ocdintervention@pa.gov).