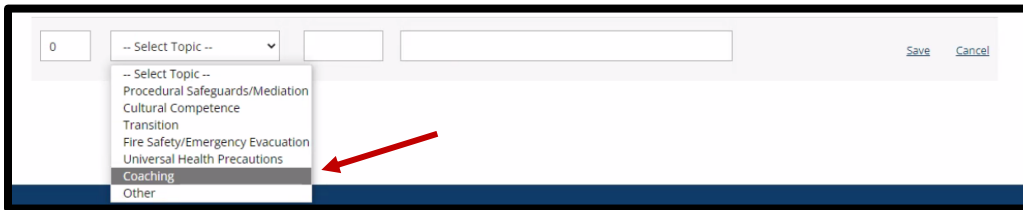


Documenting Coaching Efforts on the Infant/Toddler Early Intervention Provider Registry

Adding EI Training Hours Related to Coaching

1. Log into your existing account and navigate to the **EI Training** section through the left navigation. Click **Add Hours**.
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 form with a text input field containing the number '0'. To its right is a dropdown menu with the text '-- Select Topic --'. The dropdown menu is open, displaying a list of topics: 'Procedural Safeguards/Mediation', 'Cultural Competence', 'Transition', 'Fire Safety/Emergency Evacuation', 'Universal Health Precautions', 'Coaching', and 'Other'. A red arrow points to the 'Coaching' option. To the right of the dropdown menu are two buttons labeled 'Save' and 'Cancel'.

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

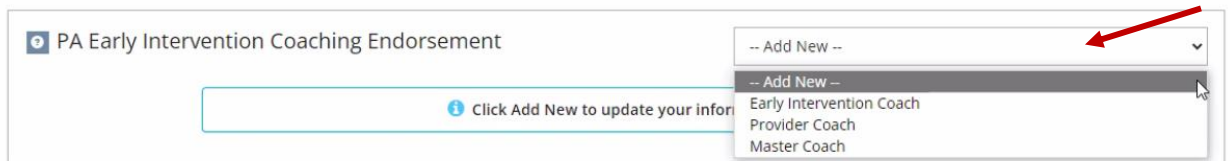
How to Upload Your Certificate of Endorsement

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** section from the home screen.
2. Click on **Edit Education**
3. Scroll to the section titled **PA Early Intervention Coaching Endorsement**.
4. Click **Add New** to add a Coaching Endorsement and select the type of Coaching Endorsement you have received.



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