Guide to Pennsylvania's Infant/Toddler Early Intervention ProviderRegistry

Managing Your Training Hours in the I/T EI Provider Registry

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 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 training hours must be entered into the Provider Registry?

- All Early Intervention training hours must be entered in the Early Intervention Training Section.
- CPR/First Aid or Mandated Reporter training must be added to the Early Intervention Training Section and the Education screen. 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.
- Please see document titled "Documenting Coaching Training and Endorsement" for information specific to documenting efforts related to Service Delivery in Pennsylvania.
- DO NOT DELETE completed training entries. The I/T EI Registry compiles all training across fiscal years and employment.

Adding Early Intervention Training Hours

1. Log into your existing account and navigate to the **EI Training** section by hovering over the left navigation pane**.**
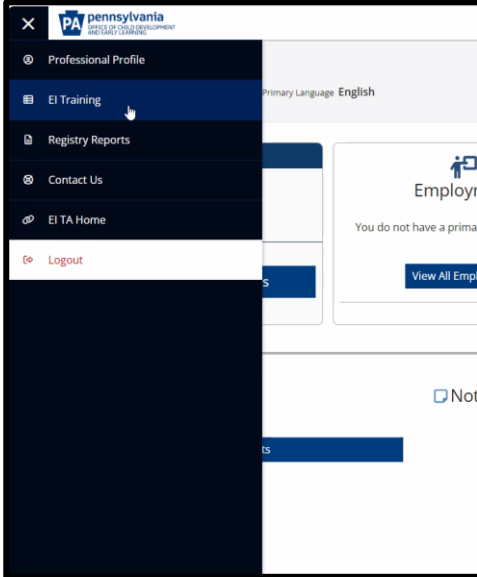
2. Click **Add Hours** under **Early Intervention Training Entry**.

3. Add the required information in the fields below for each training event and click **Save.**

Note: Pennsylvania regulations require annual training on 5 specific topics. Each topic must have an entry. For example, if you complete a training that covers 3 topics and receive only one certificate, that time must be divided amongst all topics and the certificate uploaded under each topic.

4. After clicking Save, you'll be ready to upload the documentation of your attendance at the training event you entered. Click the **Documents** box.

Enter documentation of attendance for all training events.

5. Click the **+Files button** in the pop-up box and upload your documentation. Upload multiple files if appropriate for the training event. When all documents are uploaded, click **Save and Close.**
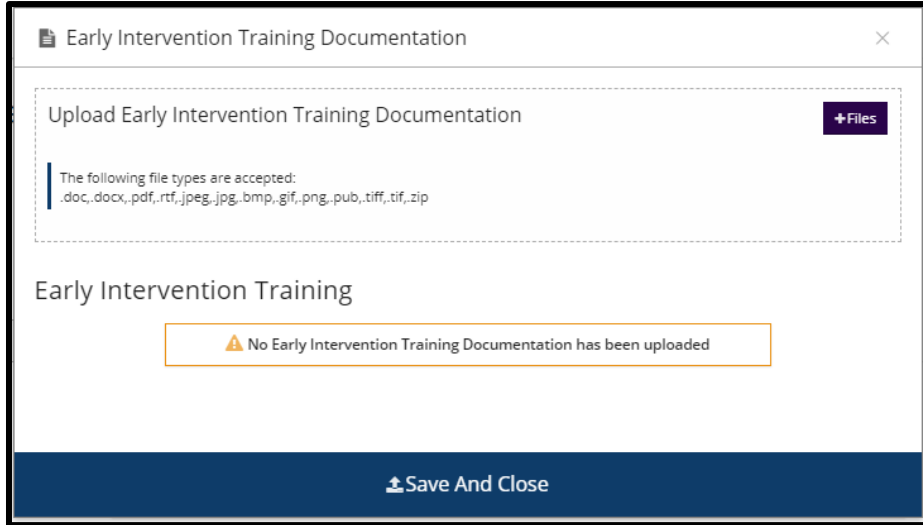
6. Your screen should now show the training event and the number of documents that were uploaded.