

Guide to Pennsylvania's Infant/Toddler Early Intervention Provider Registry

Managing Qualifications in the Education Section in the Provider Registry

When must qualifications be entered into the Provider Registry?

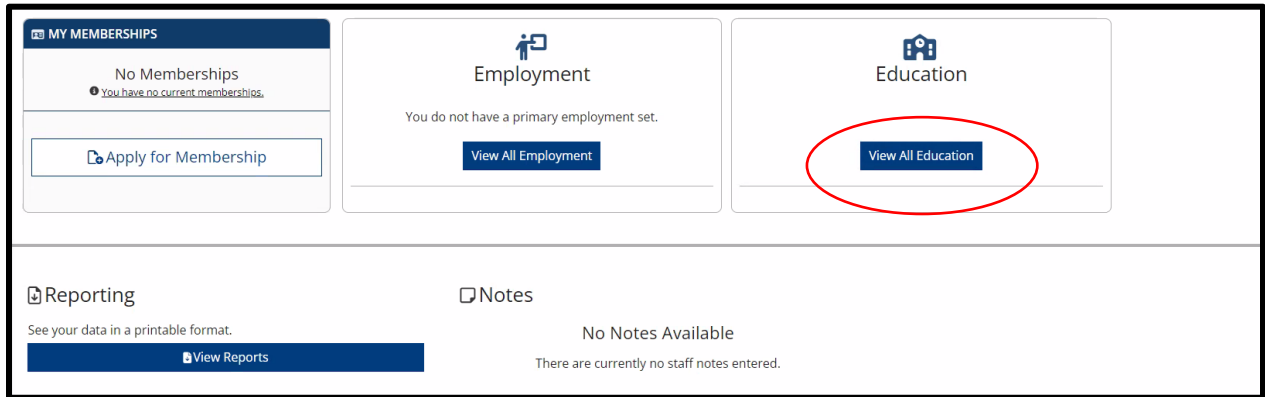
All qualifications must be entered into the Provider Registry for County review prior to providing services in a County.

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 Section. 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.
- Early Intervention Preservice training should be entered in the Education Section, not the EI Training Section. Preservice training does not count towards annual training requirements. Once it is complete, it should not be changed, updated or deleted.

Managing Qualifications Early Intervention Training Hours

1. Log into your existing account and navigate to the **Education Section** by clicking **View All Education**.



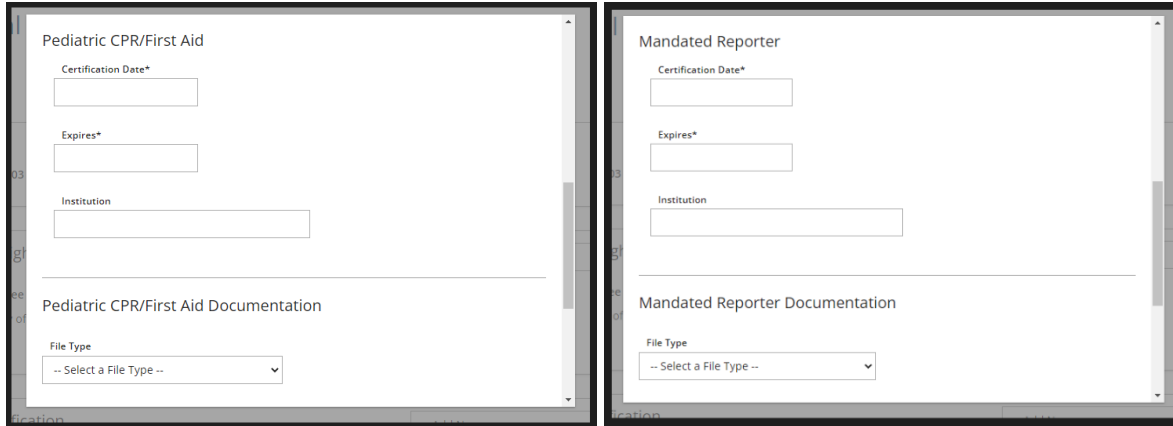
2. Click **Edit**.



3. Update CPR, First Aid, and Mandated Reporter Training section as needed.

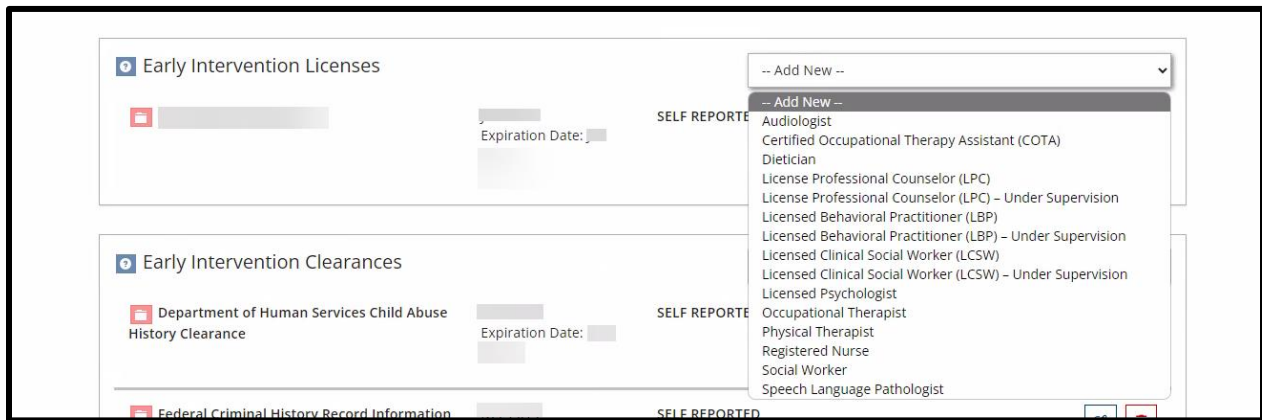


4. Enter all required information and upload the appropriate documentation.



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

5. Update Early Intervention Licenses section as needed.



6. Enter all required information and upload appropriate documentation.

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

7. Update Early Intervention Clearances as needed.

8. Enter all required information and upload appropriate documentation.

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