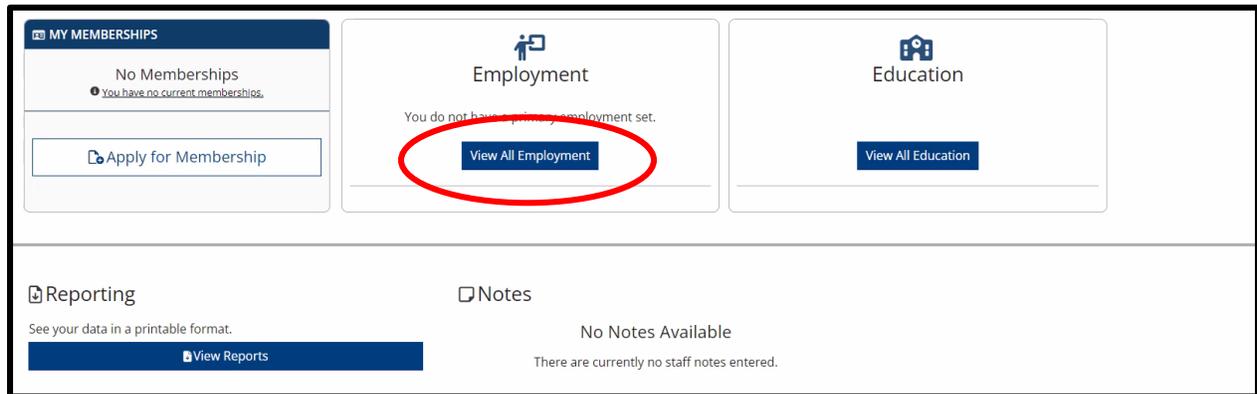


Guide to Pennsylvania's Infant/Toddler Early Intervention Provider Registry

Managing Employment on the I/T EI Provider Registry

NOTE: There are multiple reasons you might need to manage your Employment in the I/T EI Provider Registry. Changing positions at your current employer, changing employer or adding a second employer all require action.

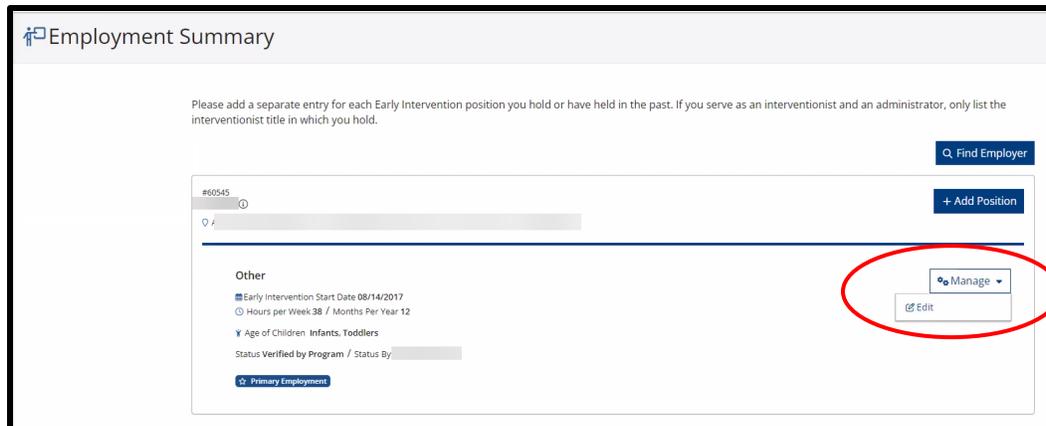
1. Log in to your existing account and navigate to the **Employment Section** by clicking **View All Employment**.



The screenshot shows a user dashboard with three main sections: 'MY MEMBERSHIPS', 'Employment', and 'Education'. The 'MY MEMBERSHIPS' section shows 'No Memberships' and an 'Apply for Membership' button. The 'Employment' section shows 'You do not have any employment set.' and a 'View All Employment' button, which is circled in red. The 'Education' section shows 'View All Education' button. Below these are 'Reporting' and 'Notes' sections. The 'Reporting' section has a 'View Reports' button. The 'Notes' section shows 'No Notes Available' and 'There are currently no staff notes entered.'

Ending Employment

1. If you are adding a new position within Current Employer, click **Manage** and select **Edit**.



The screenshot shows the 'Employment Summary' page. It includes a search bar for 'Find Employer' and a '+ Add Position' button. Below is a position entry for '#00545' with details: 'Other', 'Early Intervention Start Date 08/14/2017', 'Hours per Week 38 / Months Per Year 12', 'Age of Children Infants, Toddlers', and 'Status Verified by Program / Status By'. A 'Primary Employment' button is at the bottom left. On the right side of the entry, there are 'Manage' and 'Edit' buttons, both circled in red.

2. Add **End Date** to the current position and **Reason for Leaving** and click **Save**.

#60545

Employment Information

Title
Other

Is this your primary employment?
 This is my primary employment
 Not my primary employment

Age of Children
 Infants
 Toddlers

Early Intervention Start Date: 08/14/2017
Early Intervention End Date: Enter Employment End Date

Hours per Week: 38
Months Per Year: 12

Adding a New Position to an Existing Employer

1. Click **Add Position** within the correct Employer.

Employment Summary

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.

#60545

[Find Employer](#)

+ Add Position

[Manage](#)

Other

■ Early Intervention Start Date 08/14/2017 / ■ Early Intervention End Date 03/03/2024

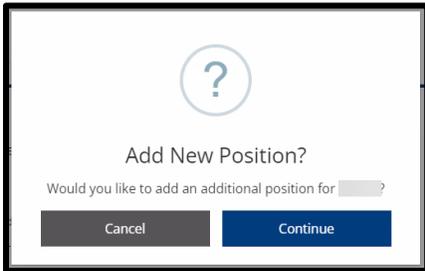
○ Hours per Week 38 / Months Per Year 12

▼ Age of Children Infants, Toddlers

★ Reason For Leaving New Job outside the field

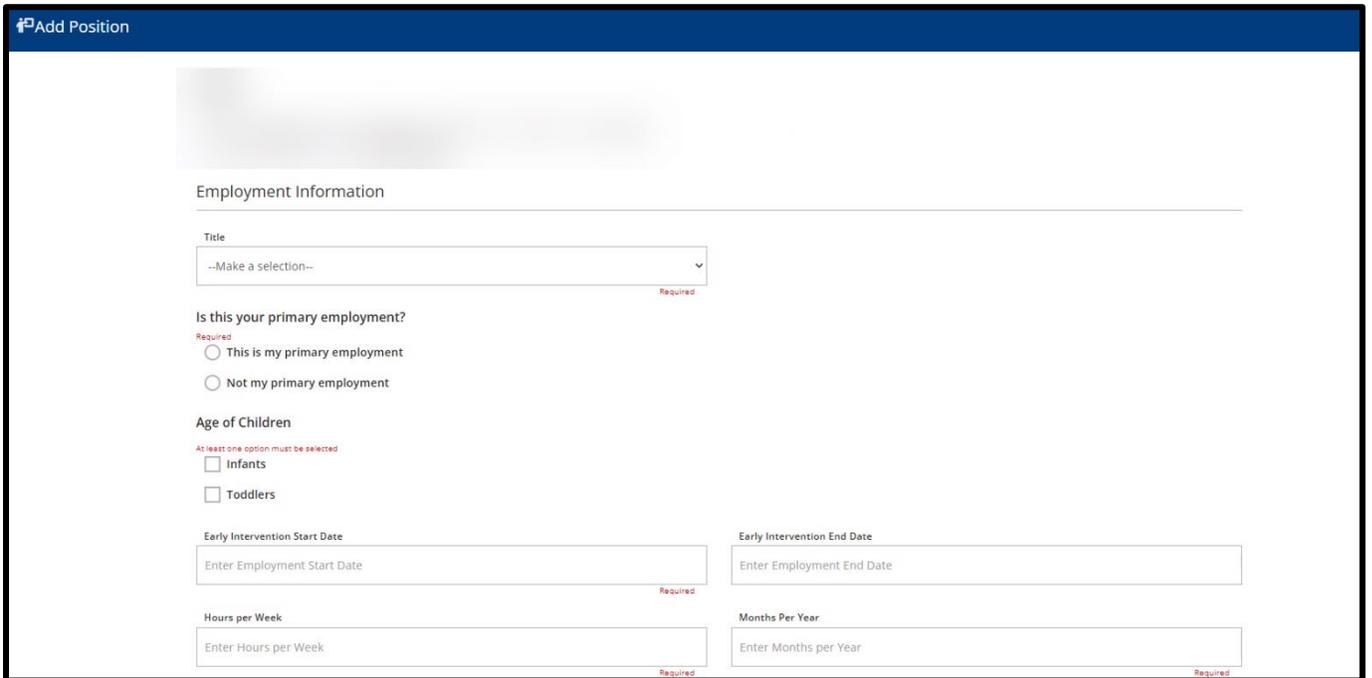
Status Verified by Program / Status By

2. Verify that you are adding a position for the correct employer. Click **Continue**



A dialog box with a question mark icon at the top. Below the icon, the text reads "Add New Position?". Underneath, it asks "Would you like to add an additional position for [blurred]?" At the bottom, there are two buttons: "Cancel" on the left and "Continue" on the right.

3. Enter your position information and click **Save**.



The "Add Position" form is displayed within a blue header bar. The form is titled "Add Position" and contains several sections:

- Employment Information**: A dropdown menu for "Title" with the placeholder "--Make a selection--" and a "Required" label.
- Is this your primary employment?**: Two radio button options: "This is my primary employment" and "Not my primary employment". A "Required" label is present.
- Age of Children**: Two checkboxes: "Infants" and "Toddlers". A note below reads "At least one option must be selected".
- Early Intervention Start Date**: A text input field with the placeholder "Enter Employment Start Date" and a "Required" label.
- Early Intervention End Date**: A text input field with the placeholder "Enter Employment End Date" and a "Required" label.
- Hours per Week**: A text input field with the placeholder "Enter Hours per Week" and a "Required" label.
- Months Per Year**: A text input field with the placeholder "Enter Months per Year" and a "Required" label.

Adding a New Employer

1. Click Find Employer.

Employment Summary

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

#60545 **+ Add Position**

Other

Early Intervention Start Date 08/14/2017
Hours per Week 38 / Months Per Year 12
Age of Children Infants, Toddlers
Status Verified by Program / Status By

Primary Employment

Manage
Edit

2. 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.

Find Employer

Filter Employers

Employer Name
Search by Employer Name

City
Search by City

Organization ID
Search by Organization ID

License
Search by License

License Source
Search by License Source

Search **Reset**

Search to Find Employers
Use the provided search fields found under [icon] to search for applicable employers.

3. 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.

The screenshot shows a web application window titled "Find Employer". On the left, there is a "Filter Employers" sidebar with search fields for "Employer Name" (containing "Early Intervention"), "City", "Organization ID", "License", and "License Source". Below these are "Search" and "Reset" buttons. On the right, there is a sorting section with "Sort by" set to "Name" and "Direction" set to "Ascending". Below this, three blurred search results are visible, each with a "Select" button. The text "Showing 1-25 out of 49" is located in the top right corner of the results area.

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

The screenshot shows a web application window titled "Add Position". The form is titled "Employment Information" and contains several required fields and options. The "Title" field is a dropdown menu with "--Make a selection--" and is marked as "Required". Below it is the question "Is this your primary employment?" with two radio button options: "This is my primary employment" and "Not my primary employment", both marked as "Required". Under "Age of Children", there is a note "At least one option must be selected" and two checkboxes: "Infants" and "Toddlers". At the bottom, there are four date and number input fields, all marked as "Required": "Early Intervention Start Date" (with subtext "Enter Employment Start Date"), "Early Intervention End Date" (with subtext "Enter Employment End Date"), "Hours per Week" (with subtext "Enter Hours per Week"), and "Months Per Year" (with subtext "Enter Months per Year").

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

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