

## **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**.

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

2. Click **Edit**.

The screenshot shows the 'Education Information' page. At the top, there is a title 'Education Information' and a subtitle 'Education'. On the right side, there are two buttons: 'Edit' and 'Return to My Profile'. The 'Edit' button is circled in red. Below the buttons, there is a section for 'High School' with a 'Graduation Year' of '2003' and a 'SELF REPORTED' status.

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

The screenshot shows the 'CPR, First Aid, and Mandated Reporter Training' section. It features a dropdown menu with options: '-- Add New --', 'Mandated Reporter', and 'Pediatric CPR/First Aid'. Below the dropdown, there is a section for 'Pediatric CPR/First Aid' with an 'Expires:' field and a 'SELF REPORTED' status.

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.

Clearance Type	Issued Date	Expiration Date	Status	Actions
Department of Human Services Child Abuse History Clearance	Dec 2019	Dec 2024	SELF REPORTED	[Add New]
Pennsylvania State Police Request for Criminal Records Check	Dec 2019	Dec 2024	SELF REPORTED	[Add New] [Edit] [Delete]
Federal Criminal History Record Information (CHRI)	Dec 2019	Dec 2024	SELF REPORTED	[Add New] [Edit] [Delete]

8. Enter all required information and upload appropriate documentation.

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