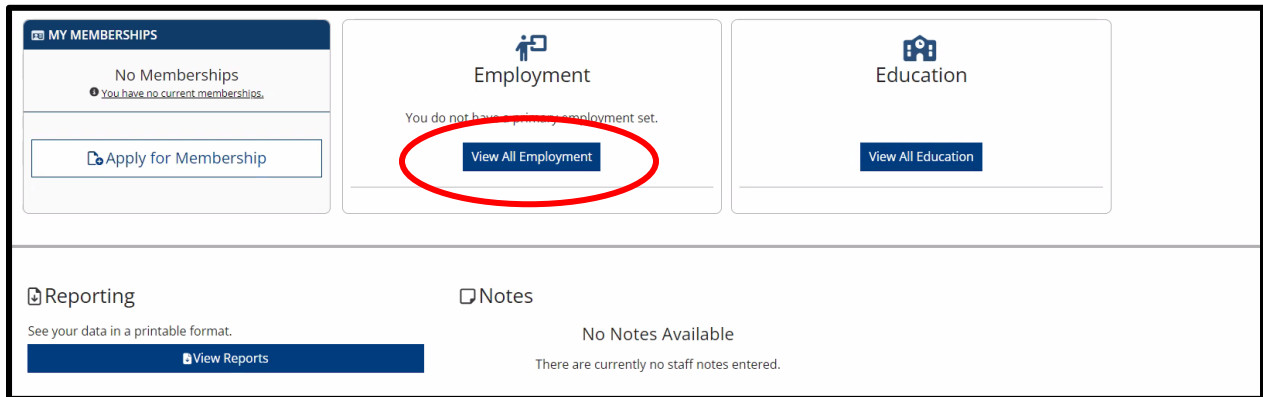


# Guide to Pennsylvania's Infant/Toddler Early Intervention Provider Registry

## 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.

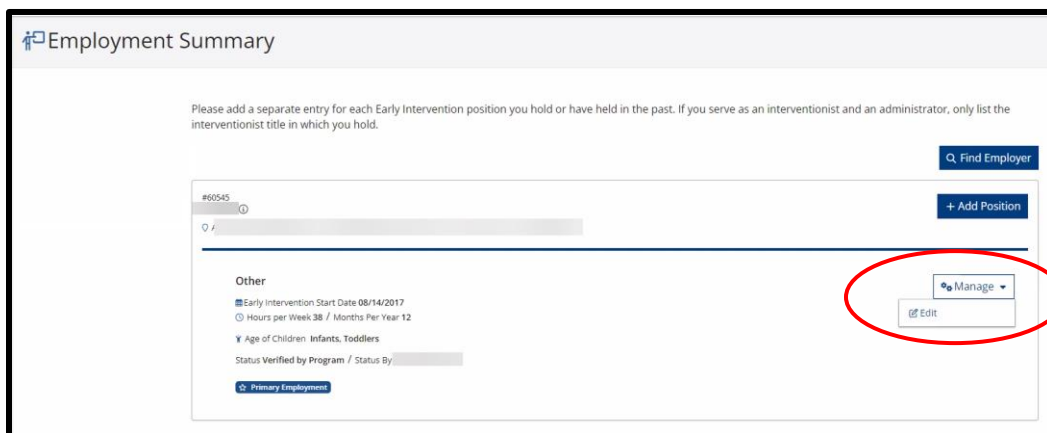
1. Log in to your existing account and navigate to the **Employment Section** by clicking **View All Employment**.



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 sections 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 ending employment, click **Manage** and select **Edit**.



The screenshot shows the 'Employment Summary' page. It includes a search bar for 'Find Employer', an 'Add Position' button, and a job entry form. The job entry form has fields for 'Other', 'Early Intervention Start Date', 'Hours per Week', 'Months Per Year', 'Age of Children', and 'Status Verified by Program'. A 'Primary Employment' button is at the bottom. A red circle highlights the 'Manage' and 'Edit' buttons in the top right corner of the job entry form.

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**

Other

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

Hours per Week: 38 / Months Per Year: 12

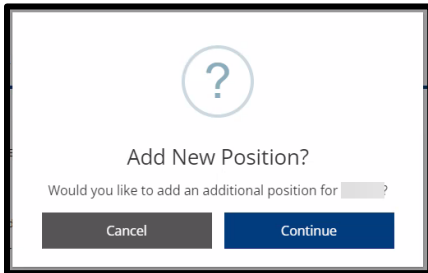
Age of Children: Infants, Toddlers

Reason For Leaving New Job outside the field

Status Verified by Program / Status By

[Manage](#)

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



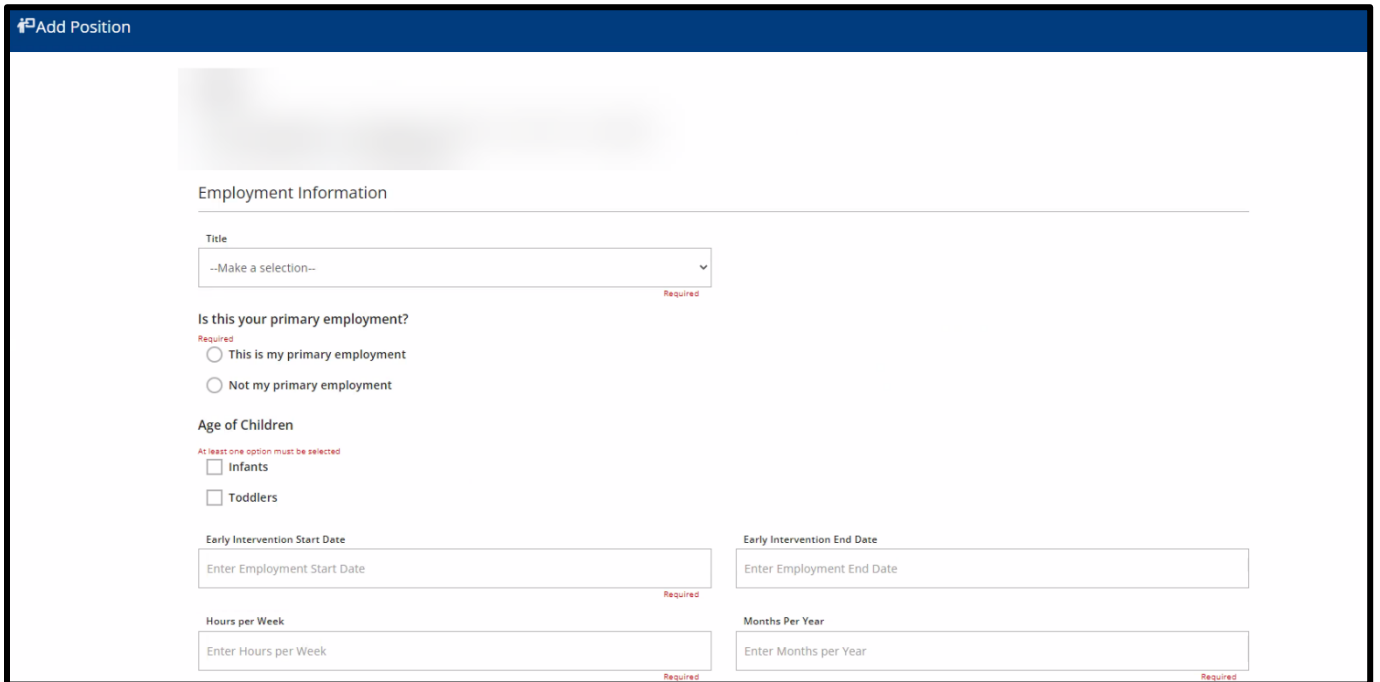
?

Add New Position?

Would you like to add an additional position for [blurred]?

Cancel Continue

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



Add Position

Employment Information

Title  
--Make a selection--  
Required

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

Age of Children  
At least one option must be selected  
 Infants  
 Toddlers

Early Intervention Start Date  
Enter Employment Start Date  
Required

Early Intervention End Date  
Enter Employment End Date  
Required

Hours per Week  
Enter Hours per Week  
Required

Months Per Year  
Enter Months per Year  
Required

# 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.

#60545

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

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 to Find Employers

Use the provided search fields found under 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](mailto:ra-ocdintervention@pa.gov).

The screenshot shows a web application window titled "Find Employer". On the left, there is a "Filter Employers" sidebar with several search criteria: "Employer Name" (with "Early intervention" entered), "City", "Organization ID", "License", and "License Source". Below these filters 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 the sorting section, there are three blurred search results, each with a "Select" button. The text "Showing 1-25 out of 49" is visible 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 fields and options. At the top, there is a "Title" dropdown menu with "--Make a selection--" selected. Below this is a "Required" label. The next section is "Is this your primary employment?" with two radio button options: "This is my primary employment" and "Not my primary employment". Below that is the "Age of Children" section, with a "Required" label and the instruction "At least one option must be selected". There are two checkboxes: "Infants" and "Toddlers". The form then has four date and number input fields: "Early Intervention Start Date" (with "Enter Employment Start Date" placeholder), "Early Intervention End Date" (with "Enter Employment End Date" placeholder), "Hours per Week" (with "Enter Hours per Week" placeholder), and "Months Per Year" (with "Enter Months per Year" placeholder). Each of these four input fields has a "Required" label below it.

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**.