

## **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 and Mandated Reporter training must be added to the Early Intervention Training Section. While CPR/First Aid and 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 'Education' section has a button labeled 'View All Education' which is circled in red. Below these sections are 'Reporting' and 'Notes' sections.

2. Click **Edit**.

The screenshot shows the 'Education Information' page. Under the 'Education' heading, there is a section for 'High School' with a 'Graduation Year' of 2003. To the right of this section, there is an 'Edit' button circled in red and a 'Return to My Profile' button.

3. Update Early Intervention Licenses section as needed.

The screenshot shows the 'Early Intervention Licenses' section. A dropdown menu is open, displaying a list of license types: Audiologist, Certified Occupational Therapy Assistant (COTA), Dietician, License Professional Counselor (LPC), License Professional Counselor (LPC) - Under Supervision, Licensed Behavioral Practitioner (LBP), Licensed Behavioral Practitioner (LBP) - Under Supervision, Licensed Clinical Social Worker (LCSW), Licensed Clinical Social Worker (LCSW) - Under Supervision, Licensed Psychologist, Occupational Therapist, Physical Therapist, Registered Nurse, Social Worker, and Speech Language Pathologist. The 'Add New' button is also visible.

4. Enter all required information and upload appropriate documentation.

**Edit Education**

**Early Intervention Licenses**

You will be required to provide documentation of these entries as part of the application process.

**Speech Language Pathologist**

Issued Date\*

Expiration Date\*

**Speech Language Pathologist Documentation**

File Type

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

5. Update Early Intervention Clearances as needed.

**Early Intervention Clearances**

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

Dropdown menu options: -- Add New --, Department of Human Services Child Abuse History Clearance, Pennsylvania State Police Request for Criminal Records Check, Federal Criminal History Record Information (CHRI)

6. Enter all required information and upload appropriate documentation.

**Edit Education**

**Early Intervention Clearances**

You will be required to provide documentation of these entries as part of the application process.

**Department of Human Services Child Abuse History Clearance**

Issued Date\*

Expiration Date\*

**Department of Human Services Child Abuse History Clearance Documentation**

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