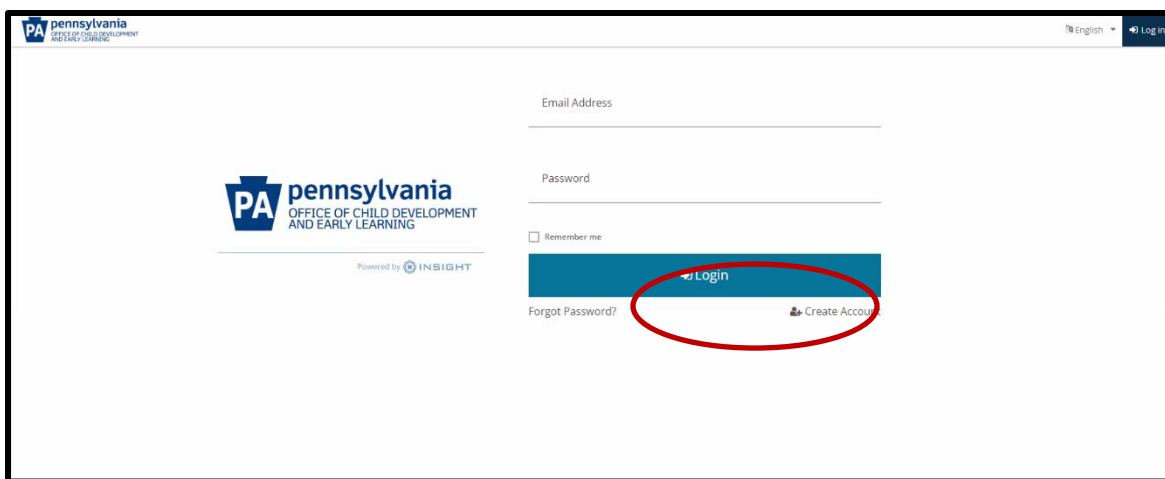


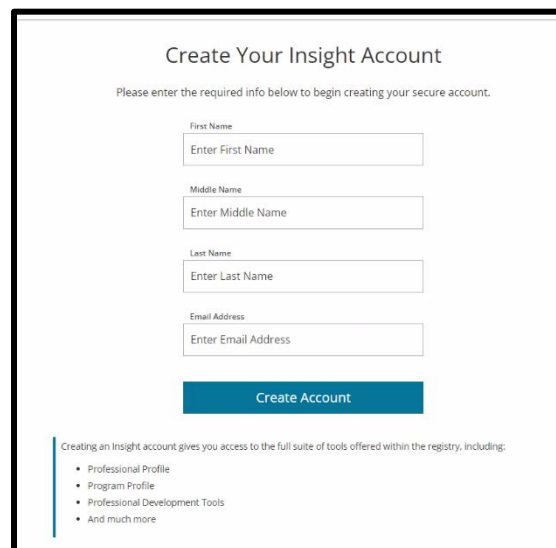
Pennsylvania's Infant/Toddler Early Intervention Provider Registry

Creating an Early Intervention Specialist Account

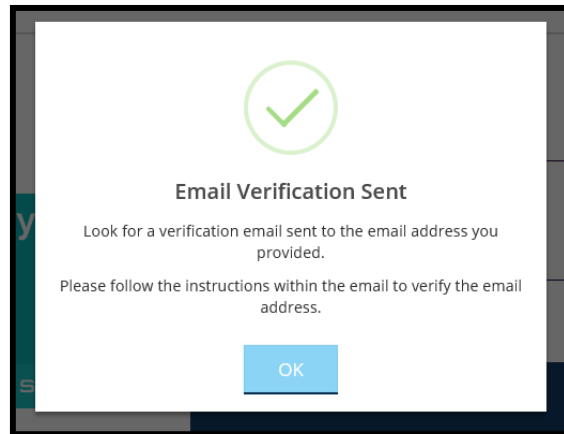
1. Go to www.paeiproviderregistry.org Click **Create Account** if you are setting up a new account. Please note, you do NOT need to create a new account when changing employers within PA Early Intervention.



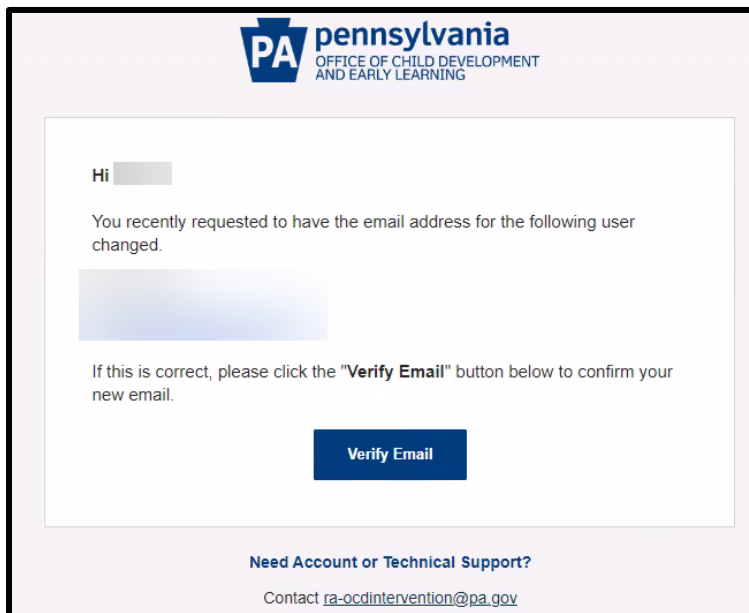
2. Enter your first name, middle name, last name and email address. Click **Create Account**.



3. You will receive a notification that an email verification has been sent.



4. Log into your email, click **Verify Email**, and then create a password.



- You will be asked to locate your profile if it exists. Enter your first name, last name, email address, date of birth and the last 5 digits of your Social Security Number. Click **Next**.

Locate Profile

Why Do I Need to Enter This First?

You may have a profile in the system. Please fill out this form so that we can see if your profile exists. The system will use your birth date and last five digits of your social security to find your profile. We store this information on your profile and will use it to verify your identity if you need to contact us.

🔵 If no existing profiles are found, you will automatically continue onto new profile setup.

First Name

Required

Last Name

Required

Email Address

Required

Date of Birth

Month

▼

Day

Year

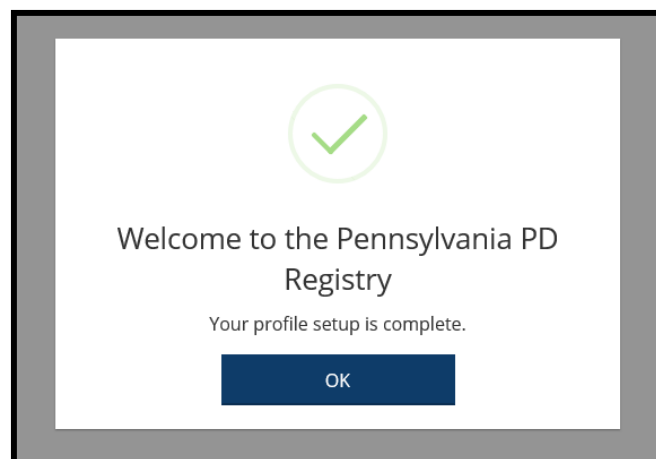
Required

Last 5 Digits of SSN

Required

Next >

- Follow the prompts to enter your personal information, choose communication preferences, and accept the Terms of Use.



7. After logging into the I/T EI Provider Registry, click **Apply for Membership**.

The screenshot shows a dashboard with a header 'MY MEMBERSHIPS'. Below it, there's a section 'No Memberships' with a sub-header 'You have no current memberships.' and a button 'Apply for Membership' which is circled in red. To the right, there are two cards: 'Employment' with a sub-header 'You do not have a primary employment set.' and a button 'View All Employment'; and 'Education' with a sub-header 'You have not identified your highest level of education.' and a button 'View All Education'. At the bottom, there are two sections: 'Reporting' with a sub-header 'See your data in a printable format.' and a button 'View Reports'; and 'Notes' with a sub-header 'No Notes Available' and a message 'There are currently no staff notes entered.'

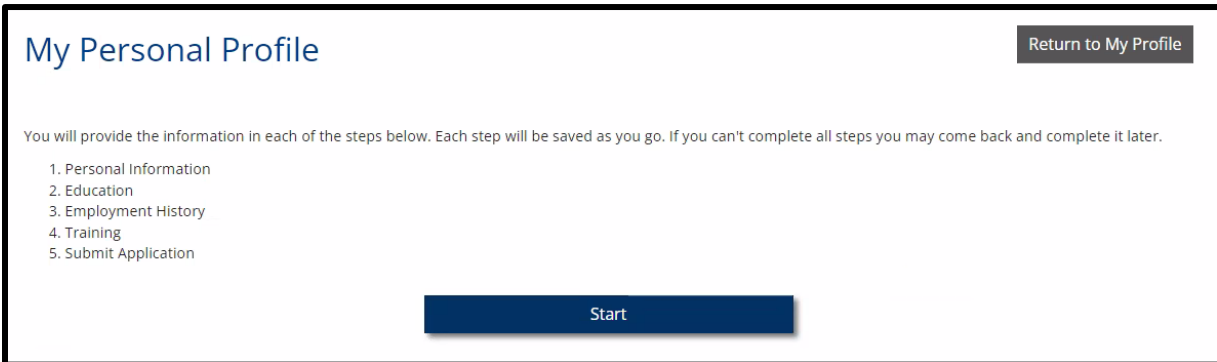
8. The following menu will be displayed on the right hand side of the screen. Select the box for **Create Early Intervention Specialist Account**.

PLEASE NOTE: Before clicking **Next** on the next screen, make sure to have **all** education transcripts, certificates, credentials, and diplomas ready to upload. You may scan the documents into your computer or take a photo of these documents on your phone to upload.

If you do not complete the application in one sitting, the system will require you to start over.

The screenshot shows a 'Membership Application' form. It has a title bar with a close button. Below the title, there's a instruction: 'Select one or more desired membership types and click "Next" to begin the application.' There's a checkbox labeled 'Create Early Intervention Specialist Account' with a price of '\$0.00'. Below the checkbox, there's a sub-header 'Create your Early Intervention (EI) Specialist Account' and a paragraph: 'This designation is a Pennsylvania Early Intervention Specialist specific role. Approval of this account is for individuals working in any of the Pennsylvania Early Intervention agencies.' At the bottom, there are two buttons: 'Cancel' and 'Next'.

9. Click **Start** to begin creating your Personal Profile.

A screenshot of a web application interface titled 'My Personal Profile'. The title is in a blue, sans-serif font. In the top right corner, there is a dark grey button with the text 'Return to My Profile' in white. Below the title, there is a paragraph of text: 'You will provide the information in each of the steps below. Each step will be saved as you go. If you can't complete all steps you may come back and complete it later.' Below this text is a numbered list of five steps: 1. Personal Information, 2. Education, 3. Employment History, 4. Training, and 5. Submit Application. At the bottom center of the screen is a large, dark blue button with the word 'Start' in white.

10. Enter all information on the **Personal Information screen**. Include previous last name if listed on an educational transcript.

11. Click **Save and Continue** when the Personal Information screen is complete.

12. The next screen is the **Education screen** where you will self-report and upload education documents. Use the directions below for information on the specific education information needed. When all education information has been entered, click **Save and Continue** at the bottom of the screen.

What to enter on the Education Screen

- High School – Enter whether you have a HS diploma, GED or no HS degree. Enter the graduation year.
You do not need to upload a HS diploma.
- Completed Higher Education – All EI Providers must enter their highest degree, graduation date, name of the college/university, major areas of study, and minor areas of study if any.
 - PA licensed professionals do not need to upload diplomas and transcripts.
 - All other EI providers should upload diplomas and transcripts for only their highest degree.
- Early Intervention Licenses –
 - Select the type of license. Enter the issued date and expiration date. Upload a copy of the license.
- Early Intervention Clearances –
 - For all clearances, enter the issued date and **expiration date** (5 years from the issued date). Upload a copy of all three clearances.
 - The three clearances are:
 - DHS Child Abuse History Clearance
 - PA State Police Request for Criminal Records Check
 - Federal Criminal History Record Information
- Early Intervention Preservice Training –
 - If the required Preservice training has been completed at the time of application, you can enter it now.

13. The next page is the **Employment** page. Click **Find Employer**.

Employment

Application Must be Submitted

Personal Information

Education

Employment

Training

Professional Development Plan and More

Review

Submit Application

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

No job positions have been added.
Select "Find Employer" to add a position.

Return to My Profile

< Previous Step

Save and Continue >

14. 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. You can search by Employer Name, City, Organization ID, License or License Source.

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  to search for applicable employers.

15. The Search results will appear on the screen. Click **Select** on the right of your employer.

If your employer does not appear or appears multiple times, **STOP** and email ra-ocdintervention@pa.gov.

Find Employer

Filter Employers

Employer Name

Early Intervention

City

Search by City

Organization ID

Search by Organization ID

License

Search by License

License Source

Search by License Source

Search

Reset

Sort by

Name

Direction

Ascending

Showing 1-25 out of 49

Select

Select

Select

16. Enter your position information, including Title, Primary Employment, Age of Children, Early Intervention Start Date, Hours per Week and Months per Year. Click **Save** after entering all your position information.

Add Position

Employment Information

Title
 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
Hours per Week Enter Hours per Week Required	Months Per Year Enter Months per Year Required

17. If you have more than one employer, click **Find Employer** again on the Employment page. Follow the steps from #13 to add additional employers.
18. Once you have all of your Employers entered, click **Save and Continue**.

19. If you have Early Intervention training hours to enter, click **Add Hours** under **Early Intervention Training Entry**. Follow directions to enter training information and upload documentation. When all entries have been made, click **Save and Continue**.

Do NOT enter Preservice Training hours here. Preservice Training hours cannot be applied to annual training hours. They are documented on the Education tab.

My Personal Profile

Application Must be Submitted

Personal Information

Education

Employment

Training

Professional Development Plan and More

Review

Submit Application

Early Intervention Training Entry

Add Hours

No continuing education hours have been added to this online application

Return to My Profile

< Previous Step

Save and Continue >

20. You are now on the Review Tab. Verify that all your information is correct. Click **Save and Continue**.

21. Click **Submit Application**.

My Personal Profile

i Application Must be Submitted

Personal Information
 Education
 Employment
 Training
 Professional Development Plan and More
 Review
 Submit Application

Instructions:

⚠ Click Submit Button Below

Application Selections

Item	Level	Expires	Fee*
Early Intervention Specialist	None - Initial	N/A	\$0.00
Total Processing Fee*:			\$0.00

Return to My Profile
 < Previous Step
 Submit Application

22. You will receive a confirmation email that your application was successfully submitted. Please allow 14 days for processing your Early Intervention Specialist Application. For any questions, please contact OCDEL at ra-ocdintervention@pa.gov.