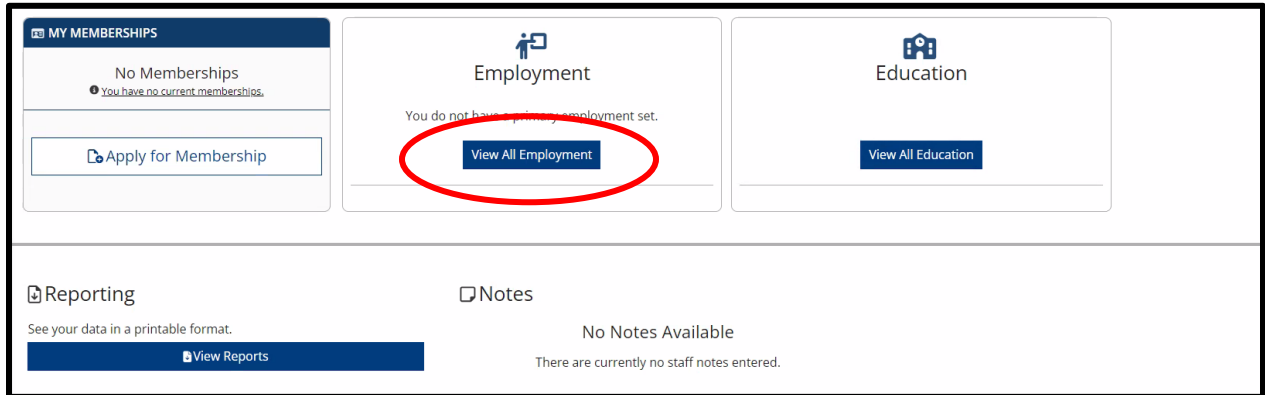


Pennsylvania's Infant/Toddler Early Intervention Provider Registry

Managing Employment in 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.

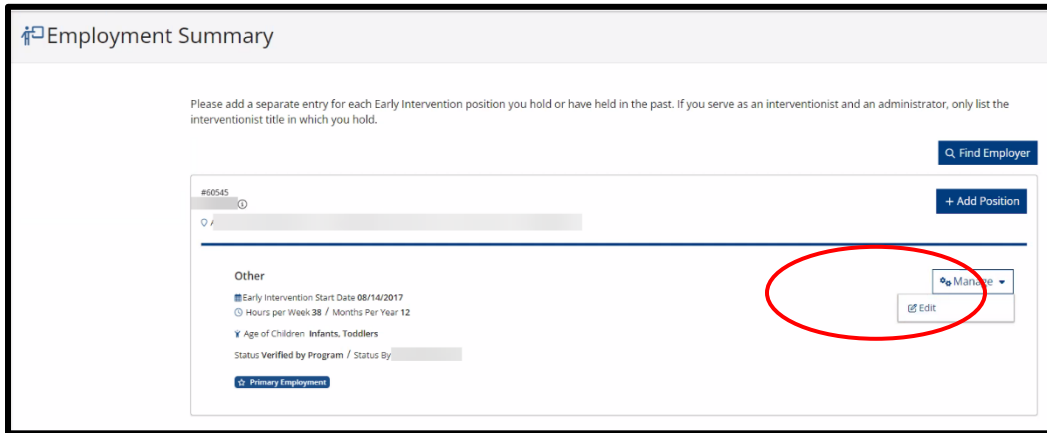
1. Log in to your existing account and navigate to the **Employment Section** by clicking **View All Employment**.



The screenshot shows the dashboard of the Pennsylvania's Infant/Toddler Early Intervention Provider Registry. The top navigation bar includes 'MY MEMBERSHIPS', 'Employment', and 'Education'. The 'MY MEMBERSHIPS' section shows 'No Memberships' and a button to 'Apply for Membership'. The 'Employment' section shows 'You do not have any employment set.' and a button labeled 'View All Employment' which is circled in red. The 'Education' section shows a button labeled 'View All Education'. The bottom section includes 'Reporting' with a 'View Reports' button and 'Notes' with a message 'No Notes Available'.

Ending Employment

1. If you are ending employment, click **Manage** and select **Edit** on the right-hand side of your screen.



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

Hours per Week 38 / Months Per Year 12

Age of Children: Infants, Toddlers

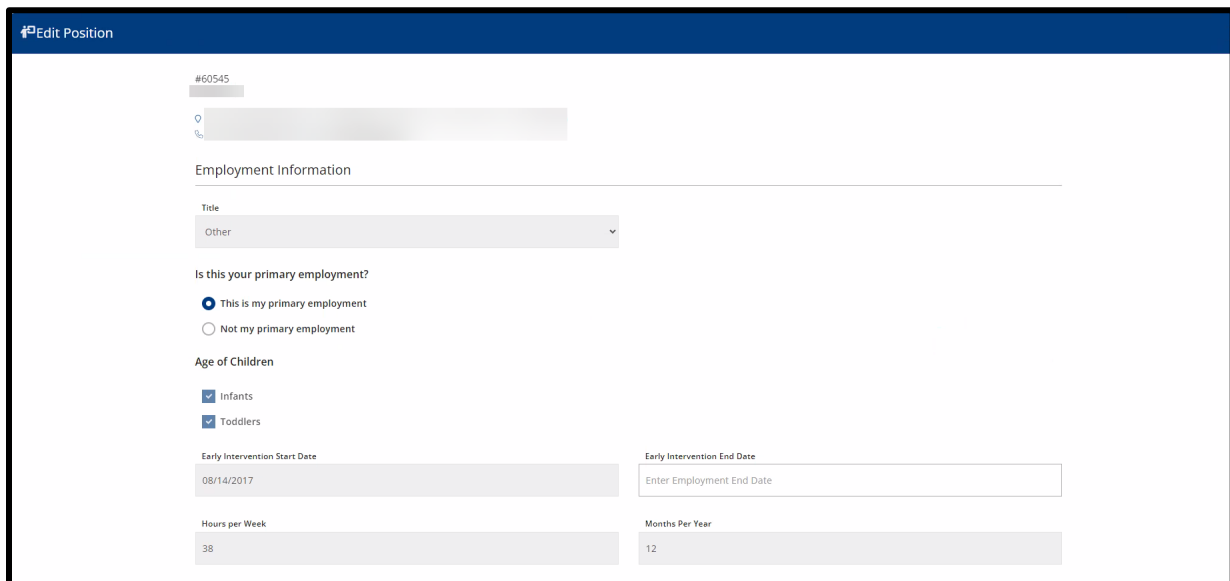
Status Verified by Program / Status By

[Primary Employment](#)

Manage

[Edit](#)

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



Edit Position

#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.

Find Employer (highlighted with a red circle)

+ Add Position

Other **Manage**

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**.
3. Select your Title, primary employment, age of children served. Enter your Early Intervention Start Date and hours per week. 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

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.

Find Employer

+ Add Position

#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

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 **Filter Employers** 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.

4. Select your Title, primary employment, age of children served. Enter your Early Intervention Start Date and hours per week. Click **Save**.

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**.