

Pennsylvania's Infant/Toddler Early Intervention Provider Registry

Managing Qualifications in the I/T EI Provider Registry

When must qualifications be entered into the Provider Registry?

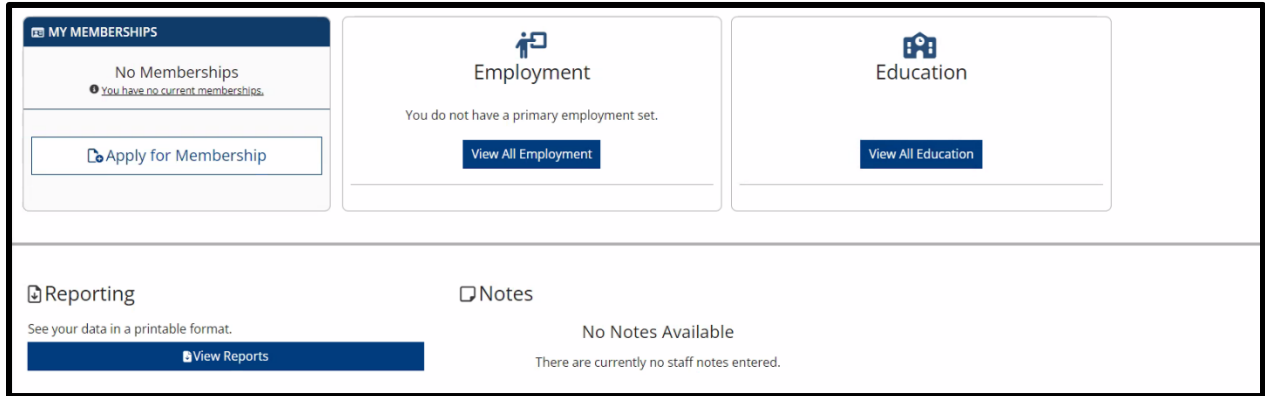
All qualifications must be entered into the Provider Registry for County review prior to providing services in a County.

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**.



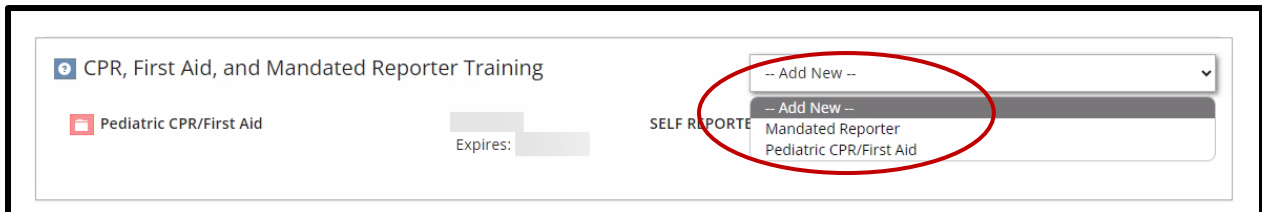
The dashboard shows three main sections: MY MEMBERSHIPS, Employment, and Education. The Education section is highlighted with a blue button labeled 'View All Education'. Below these are Reporting and Notes sections.

2. Click **Edit** on the right-hand side of your screen.



The 'Education Information' section shows a list of education entries. The first entry is 'High School' with a 'Graduation Year' of '2003' and a status of 'SELF REPORTED'. An 'Edit' button is visible on the right side of the section.

3. Update CPR, First Aid, and Mandated Reporter Training section as needed by clicking **Add New**.



The 'CPR, First Aid, and Mandated Reporter Training' section shows a list of training entries. The first entry is 'Pediatric CPR/First Aid' with an 'Expires' date. A dropdown menu is open, showing 'Add New' and 'Mandated Reporter' options. The 'Add New' button is highlighted with a red circle.

- Enter all required information in the Pediatric CPR/First Aid and Mandated Reporter pop up boxes, including Certification Date and Expiration Date. Also select File Type and upload the appropriate documentation.

Pediatric CPR/First Aid

Certification Date*

Expires*

Institution

Pediatric CPR/First Aid Documentation

File Type
 -- Select a File Type --

Mandated Reporter

Certification Date*

Expires*

Institution

Mandated Reporter Documentation

File Type
 -- Select a File Type --

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

- Update Early Intervention Licenses section as needed by selecting **Add New**.

Early Intervention Licenses

SELF REPORTED

Expiration Date:

Early Intervention Clearances

Department of Human Services Child Abuse History Clearance
 SELF REPORTED

Expiration Date:

Federal Criminal History Record Information
 SELF REPORTED

-- Add New --

- Add New --
- 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
- Speech Language Pathologist

Enter all required information regarding License, including 'Issue Date' and 'Expiration Date' and upload appropriate documentation. Scroll down and click **Save and Close**.

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

6. Update Early Intervention Clearances as needed by selecting **Add New**.

Early Intervention Clearances

Clearance Type	Issued Date	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]

Add New 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)

7. Enter all required information for Early Intervention Clearances, including 'Issued Date' and 'Expiration Date' and upload appropriate documentation. Scroll down and click **Save and Close**.

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