

Pennsylvania's Infant/Toddler Early Intervention Provider Registry

Managing Your Training Hours in the I/T EI Provider Registry

When must training hours be entered into the Provider Registry?

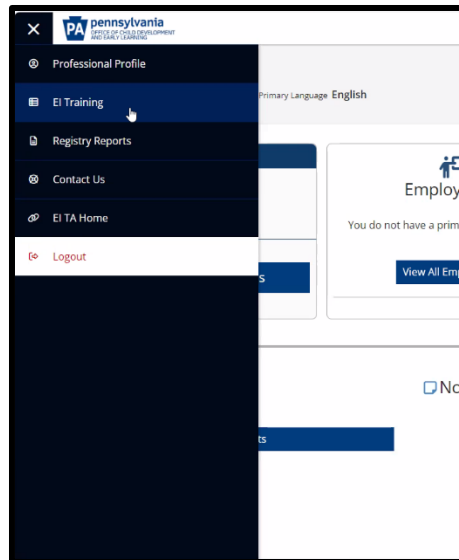
By August 1st of each year, all Service Coordinators and interventionists must have entered training hours for the previous fiscal year (July to June) into the I/T EI Provider Registry. If you are a new Service Coordinator or EI provider, you will need to set up your Early Intervention Specialists account prior to entering your training hours.

What training hours must be entered into the Provider Registry?

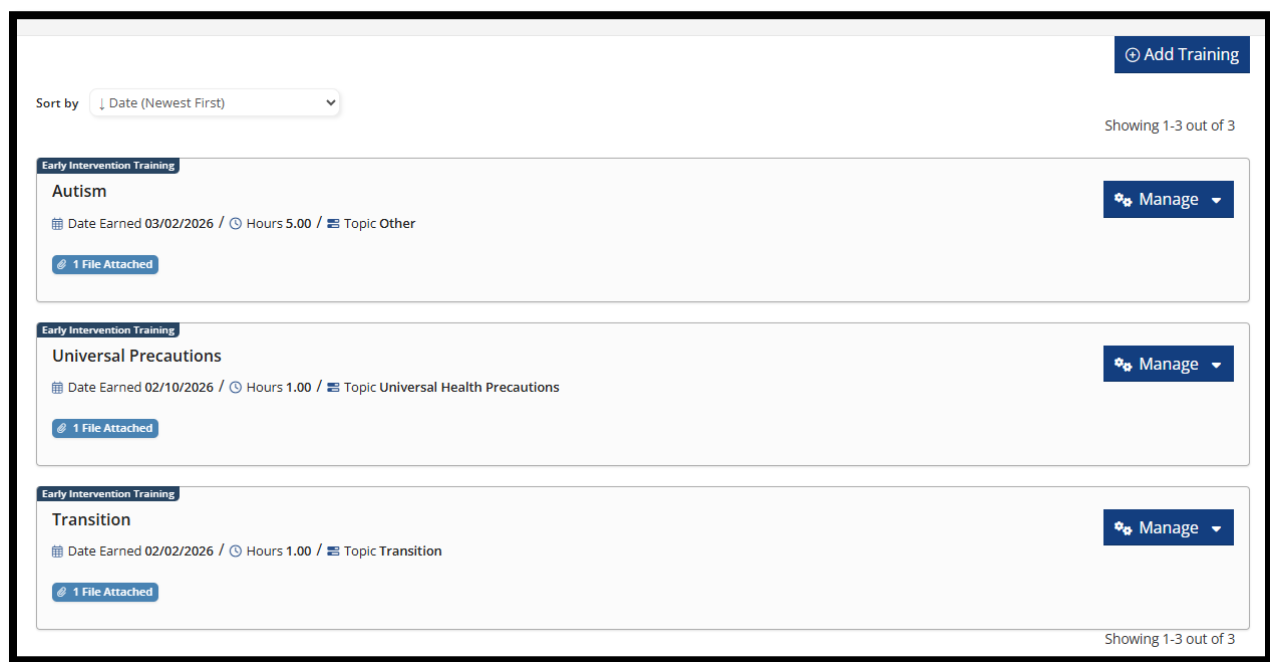
- All Early Intervention training hours must be entered in the Early Intervention Training Section.
- CPR/First Aid and Mandated Reporter training must be added to the Early Intervention Training Section. While CPR/First Aid and Mandated Reporter certificate covers multiple years, it will only be counted toward total Early Intervention training hours during the year the training was taken.
- For information on documenting Learning Path, Endorsement and/or Coaching Approved Training (CAT) Hours, please see document titled "Documenting Professional Development on Service Delivery in PA"
 - The Learning Path consists of 8 sequential steps that are outlined on the EITA Portal.
 - Coaching Approved Training (CAT) hours are awarded by EITA for trainings that support Service Delivery in PA. The designation will be on the certificate. CAT hours are required to maintain endorsement.
- DO NOT DELETE completed training entries. The I/T EI Registry compiles all training across fiscal years and employment.

Adding Early Intervention Training Hours

1. Log into your existing account and navigate to the **EI Training** section by hovering over the navigation pane on the left-hand side.



2. From the Training Summary page, click **Add Training** on the right-hand side of your screen.



3. Add the Title, Hours and Date Earned, as well as the Topic from the Drop Down for each training event and click **Save**.

Note: Pennsylvania regulations require annual training on 5 specific topics. Each topic must have an entry. For example, if you complete a training that covers 3 topics and receive only one certificate, that time must be divided amongst all topics and the certificate uploaded under each topic.

For information on documenting Learning Path, Endorsement and/or Coaching Approved Training (CAT) Hours, please see document titled “Documenting Professional Development on Service Delivery in PA”

Early Intervention Training Entry

Title

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Required

Topic

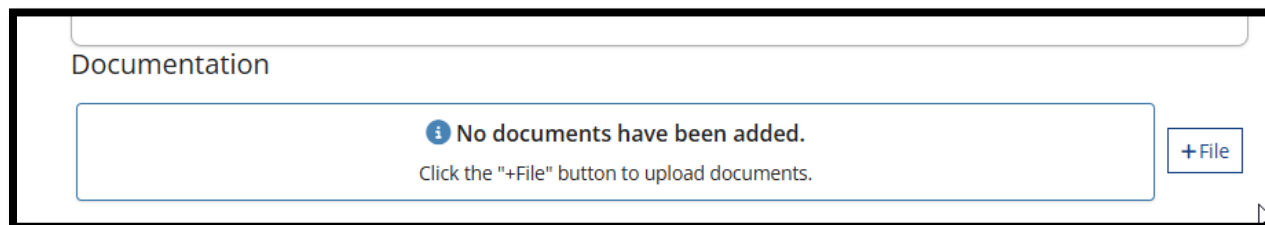
-- Select Topic --

-- Select Topic --
CAT
Cultural Competence
Fire Safety/Emergency Evacuation
Mandated Reporter
Pediatric CPR/First Aid
Procedural Safeguards/Mediation
Transition
Universal Health Precautions
Other
EI Service Delivery Online Course
FGRBI Online Course
SS-OO-PP-RR Online Course
SS-OO-PP-RR Webinar
Family 5Q Online Course
Family 5Q Webinar
Application of FGRBI Key Indicators Webinar
PLC

Save

4. After clicking Save, you'll be ready to upload the documentation of your attendance at the training event you entered. Click the **+ File** in the Documentation section. Upload multiple files if appropriate for this training event. Click **Save**.

Enter documentation of attendance for all training events.

A screenshot of a web interface showing a 'Documentation' section. At the top, the word 'Documentation' is displayed. Below it is a light blue box containing an information icon (i) and the text 'No documents have been added.' followed by 'Click the "+File" button to upload documents.' To the right of this box is a button labeled '+File'.

5. Your screen should now show the training event and the number of documents that were uploaded.

A screenshot of a web interface showing details for a training event. At the top, it says 'Early Intervention Training'. Below that is the title 'Pediatric CPR/First Aid'. To the right of the title is a 'Manage' button with a dropdown arrow. Below the title, it shows 'Date Earned 05/26/2025 / Hours 3.00 / Topic Pediatric CPR/First Aid'. At the bottom, there is a blue button that says '1 File Attached'.