

Pennsylvania's Infant/Toddler Early Intervention Provider Registry

Organization Administrator's Guide to Uploading Documents on Behalf of Employees

How this step will help: This section will show you how to add documents to the profile of employees attached to your agency. While early interventionists should be responsible for their own profiles, agencies are able to add documents on behalf of their employees.

Only the Organization Owner can complete this activity.

1. Log in to your existing account at www.paeipproviderregistry.org.
2. Navigate to your Organization Profile and click on Employees.



3. Scroll down to the employee whose profile you would like to access. Click on the three white dots to the right of their name. Click Education. This will take you to the Employee's Education Information page.

Organization Profile

Status Org Details **Employees** Reports Document Vault

Registered Employees [Manage Invites](#)

The following list of employees has been gathered by the Registry through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees
Employees

ID	Name	Title	Leadership Team	Date	Counties	Status
		Other	☐	8/14/2017 - Present		Verified by Update
		Physical Therapist	☐	2/1/2024 - Present		Education

4. Click Manage on the top right.

Education Information

[Manage](#)

High School

High School Diploma/GED

Completed Higher Education

Bachelor's Degree

5. Click Add New and upload documentation in each section as appropriate.

Sections include High School, Completed Higher Education, Early Intervention Licenses, Early Intervention Clearances, Early Intervention Preservice Training, PA Early Intervention Coaching Endorsement, and Early Intervention Training Entry.