

## Early Intervention Credential Process

Phase Timeframe	Tasks	Forms
<b>Phase One:</b> Week 1	<ul style="list-style-type: none"> <li>• Canvas registration (both new practitioner and coach).</li> <li>• New practitioner starts mandatory orientation training Phase 1: Introduction in Canvas.</li> </ul>	
<b>Phase One:</b> Week 2	<ul style="list-style-type: none"> <li>• New practitioner begins to complete and document on <i>BWEIP Shadowing Opportunities</i> form co-visit observations of EI process and service provision across all disciplines.</li> <li>• New practitioner completes mandatory orientation training Phase 1: Introduction in Canvas.</li> <li>• The new practitioner must complete all Phase One trainings in Canvas before proceeding to Phase Two.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>BWEIP Shadowing Opportunities</i></li> <li>• <i>Intake Observation Form (Optional)</i></li> <li>• <i>IFSP Observation Form (Optional)</i></li> <li>• <i>Home Visit Observation Form (Optional)</i></li> </ul>
<b>Phase Two:</b> Week 3	<ul style="list-style-type: none"> <li>• New practitioner starts mandatory orientation training Phase 2: Foundation in Canvas.</li> <li>• New practitioner continues co-visit observations of EI process and service provision across all disciplines, continue to document on <i>BWEIP Shadowing Opportunities</i> form.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>BWEIP Shadowing Opportunities</i></li> <li>• <i>Intake Observation Form (Optional)</i></li> <li>• <i>IFSP Observation Form (Optional)</i></li> <li>• <i>Home Visit Observation Form (Optional)</i></li> </ul>
<b>Phase Two:</b> Week 4	<ul style="list-style-type: none"> <li>• Complete all observations of EI process and service provision across all disciplines.</li> <li>• New practitioner completes mandatory orientation training Phase 2: Foundation in Canvas.</li> </ul>	
<b>Phase Two:</b> End of Week 4	<ul style="list-style-type: none"> <li>• New practitioner completes <i>EI provider Self-Assessment of Competence</i> form.</li> <li>• Coach and supervisor meet with new practitioner to conduct discussion session to develop the <i>Individualized Credential Plan</i>.</li> <li>• The Coach will document or track the activities and strategies that occur during coaching opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Early Intervention Provider Self-Assessment of Competence</i></li> <li>• <i>Baby Watch Individualized Credentialing Plan</i></li> <li>• <i>Phase Three Coaching Log</i></li> </ul>

<p><b>Phase Three:</b> Week 5 - 8</p>	<ul style="list-style-type: none"> <li>• New practitioner starts action items on Individualized Credential plan.</li> <li>• New practitioner completes Observations utilizing Observation/Demonstration forms for Eligibility/Evaluation, IFSP and Home Visit.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>BWEIP Observation/Demonstration Phase Three Tracking Form (Optional)</i></li> <li>• <i>Eligibility Evaluation Observation/Demonstration Form</i></li> <li>• <i>IFSP Observation/Demonstration Form</i></li> <li>• <i>Home Visit Observation/Demonstration Form</i></li> </ul>
<p><b>Phase Three:</b> Week 8 - 12</p>	<ul style="list-style-type: none"> <li>• New practitioner completes Demonstrations utilizing Observation/Demonstration forms for Eligibility/Evaluation, IFSP and Home Visit</li> <li>• .New practitioner continues Individualized Credential plan, as needed.</li> <li>• Evaluation of Individualized Credential plan and status – assess need for additional learning topics or demonstration/observation sessions.</li> </ul>	
<p><b>Phase Three:</b> Week 12 - 25</p>	<ul style="list-style-type: none"> <li>• Complete <i>Baby Watch Credential Final Report</i> with completed program manager/supervisor signatures and submit with Demonstrations to Carma Mordecai (<a href="mailto:cmordecai@utah.gov">cmordecai@utah.gov</a>) at Baby Watch.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Baby Watch Credential Final Report</i></li> </ul>