


1.A.2 Comprehensive System of Personnel Development

 <p>UTAH DEPARTMENT OF HEALTH Baby Watch Early Intervention Birth to Three Development</p>	Policy #	1.A.2
	Distribution	Public
	Policy Developed	7/11/2018
	Public Participation	
	Policy Revised	NA
	OSEP Policy Approval	
	Policy Signed	
	Policy Effective	
	Responsible Authority	BWEIP Program Manager
	Tracked Changes	None; all content is new

Contents

PURPOSE 1

DEFINITIONS..... 1

PRINCIPLES AND PROCEDURES 4

EDUCATION AND LICENSING REQUIREMENTS..... 4

CREDENTIAL OPTIONS..... 6

 1. EARLY INTERVENTION SPECIALIST: INITIAL 6

 2. EARLY INTERVENTION SPECIALIST: RENEWAL 7

 3. EARLY INTERVENTION SPECIALIST: PROVISIONAL 8

 4. PROFESSIONAL AUTHORIZATION..... 9

 5. EARLY INTERVENTION ADMINISTRATIVE CERTIFICATE..... 10

 6. EARLY INTERVENTION ADMINISTRATIVE CREDENTIAL..... 11

 7. LEGACY CREDENTIAL: EI I 12

 8. LEGACY CREDENTIAL: EI II 12

 9. LEGACY CREDENTIAL: EI III 13

AUTHORITY 13

REFERENCES 13

REVISION LOG 13

Appendix A: Credential Requirements at a Glance..... 14

Appendix B: INITIAL Credential Tasks & Process 15

Appendix C: Credential RENEWAL Tasks & Process..... 16

1.A.2 Comprehensive System of Personnel Development

PURPOSE

To describe the Baby Watch Early Intervention Program (BWEIP) policies and procedures for supporting a Comprehensive System of Personnel Development (CSPD), including the establishment and maintenance of education, licensing, and credentialing standards for employees delivering early intervention services

DEFINITIONS

Administrative Certificate: A professional development option for any employee who does not provide direct services, required for all program directors or coordinators who do not have a current Early Intervention Specialist (EIS) credential. Certificate training offers the same foundational knowledge provided to Early Intervention Specialists, but does not require the employee to facilitate home visits and demonstrate service provision skills.

Administrative Credential: An optional credential available only to current EI program directors or coordinators. Created in 2016, the Early Intervention Administrative Credential replaces the previous EI III credential.

Assessment: As described in §303.321, the ongoing procedures used by qualified personnel to identify the child's unique strengths and needs and the early intervention services appropriate to meet those needs throughout the period of the child's eligibility.

Baby Watch Early Intervention Program (BWEIP): Utah's lead early intervention agency, with the single line of responsibility to carry out all the provisions of IDEA Part C.

Baby & Toddler Online Tracking System (BTOTS): The secure database used by Utah EI programs and providers to record service information. BTOTS is designed to track EI activities, encourage compliance with state and federal regulations, and support compliance and monitoring with statewide child information.

Canvas: The learning management system that hosts the Early Intervention Specialist credential online training.

Coaching: As defined by Hanft, Rush, and Shelden (2004), an adult learning strategy in which the coach promotes the learner's ability to reflect on his or her own actions as a means to determine the effectiveness of an action or practice and develop a plan for refinement and use of the action in immediate and future situations.

Comprehensive System of Personnel Development (CSPD): As described in §303.118, the system that must include 1) Training personnel to implement innovative strategies and activities for the recruitment and retention of EIS providers; 2) Promoting the preparation of EIS providers who are fully and appropriately qualified to provide early intervention services, and; 3) Training personnel to coordinate transition services for infants and toddlers who are transitioning from Part C to Part B or another appropriate program.

CPR/First Aid: A training experience offered by a qualified organization in which students learn to respond to first aid, breathing, and cardiac emergencies involving adults, children and infants.

Credential: The certification given to EI employees who complete the Baby Watch Early Intervention Specialist credential requirements.

Division of Occupational and Professional Licensing (DOPL): The agency within the Utah Department of Commerce legislatively charged to administer and enforce specific laws related to the licensing and regulation of certain occupations and professions.

Early Intervention (EI): Part C programs or services selected in collaboration with parents, designed to meet the developmental needs of a child birth to age 3 and the needs of the family to assist in the child's development.

Early Intervention Service (EIS) Program: As described in §303.11, an entity designated by the lead agency for reporting. Baby Watch contracts with 15 local EIS programs to provide Part C services throughout Utah.

1.A.2 Comprehensive System of Personnel Development

Early Intervention Service (EIS) Provider: As described in §303.12, an entity (whether public, private, or nonprofit) or an individual that provides services under Part C of Individuals with Disabilities Education Act (IDEA).

Early Intervention Services: As described in §303.13, developmental services that are:

- a. Provided under public supervision
- b. Selected in collaboration with the parents
- c. Provided at no cost, except where federal or state law provides for a system of payments by families, including a schedule of sliding fees
- d. Designed to meet the developmental needs of an infant or toddler with a disability and the needs of the family to assist appropriately in the child's development, as identified by the IFSP team
- e. Meet the standards of the State in which the early intervention services are provided, including the requirements of IDEA Part C
- f. Are provided by qualified personnel
- g. Are provided in natural environments to the maximum extent appropriate
- h. Are provided in conformity with an IFSP

Early Intervention Specialist: An early intervention employee who holds a current Early Intervention Specialist credential and serves families as part of an IFSP team. All direct service providers, regardless of education or licensure, are Early Intervention Specialists.

Eligibility Determination: As defined in *The Early Intervention Workbook*, the process of conducting an initial or annual multidisciplinary evaluation to determine if a child meets the state's eligibility criteria.

Evaluation: As described in §303.321, the procedures used by qualified personnel to determine a child's initial and continuing eligibility.

Individualized Family Service Plan (IFSP): As described in §303.20, a written plan for providing early intervention services to an infant or toddler with a disability and their family.

IFSP Team: As described in §303.343, the individuals who collaborate to develop and carry out a child's IFSP and who attend IFSP Team Meetings. Each IFSP Team must include the following participants:

- 1) Parent or parents of the child
- 2) Other family members, as requested by the parent
- 3) An advocate or person outside of the family, if requested by the parent
- 4) Service coordinator
- 5) Individuals involved in conducting the evaluations and assessments
- 6) Future service providers, as appropriate

Individuals with Disabilities Education Act (IDEA): The federal law that governs how states and public agencies provide early intervention, special education, and related services to children with disabilities.

License: State-issued certification from the Division of Occupational & Professional Licensing (DOPL) or the Utah State Board of Education (USBE) required in some direct service roles.

Part C of IDEA: The section of the Individuals with Disabilities in Education Act (IDEA), 34 CFR Part 30, that establishes a federal grant program that assists states in operating a comprehensive statewide program of early intervention services for infants and toddlers with disabilities, ages birth through age 2 years, and their families.

Profession: A specific discipline or occupational category that has been designated by the Utah Division of Occupational and Professional Licensing (DOPL) and has a required scope of practice and degree of supervision.

1.A.2 Comprehensive System of Personnel Development

Professional Authorization: The Baby Watch credential category for licensed direct service providers who work less than 0.5 FTE (20 hrs/wk).

Professional Development: As described by the National Association for the Education of Young Children (NAEYC), a continuum of learning and support activities designed to prepare individuals for work with and on behalf of young children and their families, as well as ongoing experiences to enhance this work.

Provisional Credential: A short-term credential issued before hire to undergraduate or graduate students working in direct service roles, and to substitute employees hired on a temporary basis when colleagues are on leave.

Qualified Personnel: As described in §303.31, personnel who have met state-approved or recognized certification, registration, licensing, or other comparable requirements that apply to the areas in which the individuals are conducting evaluations and assessments, or providing EI services.

Service Coordination: As described in §303.34, services provided by a service coordinator to assist and enable an infant or toddler with a disability and the child's family to receive the services and rights, including procedural safeguards, required under Part C.

Service Coordinator: As described in §303.34, the individual who is responsible for 1) coordinating all services required under Part C across agency lines; and 2) Serving as the single point of contact for the family.

Utah Schools for the Deaf and the Blind (USDB): A statewide educational agency tasked with providing programs and services for students who are deaf, hard of hearing, blind, visually impaired or deaf-blind.

Utah State Board of Education (USBE): The state agency responsible for the public education system in Utah.

1.A.2 Comprehensive System of Personnel Development

PRINCIPLES AND PROCEDURES

1. A Comprehensive System of Personnel Development (CSPD) is the primary mechanism for improving the quality of services provided to young children and their families.
2. The BWEIP has a child find system that provides primary referral sources with training and information about the EI services available to Utah infants and toddlers
3. The CSPD is comprised of five components including:
 - a. **Leadership, Coordination, and Sustainability:** Coordination of training and resources with other early childhood special education agencies, including the Utah State Board of Education (USBE), and institutions of higher education
 - b. **State Personnel Standards:** An appropriate system of Utah EI standards, content, and support to assist programs in preparing qualified personnel
 - c. **Preservice Personnel Requirement:** A minimum of a bachelor's degree from an accredited higher education institution in a field of study related to EI. A complete list of related fields is provided in Section V.
 - d. **In-service Personnel Development:** An approved credentialing program for new employees, based on the Baby Watch Early Intervention Standards.
 - e. **Recruitment and Retention:** Training local EI programs to implement innovative employee recruitment and retention strategies and activities

EDUCATION AND LICENSING REQUIREMENTS

Baby Watch is responsible for ensuring that all EI employees have appropriate and adequate job training. The following education and licensing requirements are consistent with the requirements set by the Utah Division of Occupational & Professional Licensing (DOPL), the Utah State Board of Education (USBE), and other licensing agencies. The requirements for new direct service personnel include:

- a. As of October 1, 2016: before hire, direct service personnel must have a completed bachelor's degree in a field of study related to EI. Such fields include, but are not limited to:

Adaptive Physical Education*	Early Childhood Special Education*
NEW: Applied Behavior Analysis	Elementary Education*
Assistive & Augmentative Communication	Family Studies*
Audiology*	Health*
NEW: Autism Studies	NEW: Health Sciences
Behavioral Science	NEW: Human Development & Family Studies
Blind/Visually Impaired Education*	Music Therapy*
NEW: Child & Family Studies	Nursing*
Child Development*	Occupational Therapy*
Child Life*	Other* (with approval)
Communication Sciences & Disorders*	Physical Therapy*
NEW: Consumer & Community Studies	Psychology*
Deaf Education*	Social Work*
Disability Studies	Sociology*
Early Childhood Education*	Special Education*
	Speech-Language Pathology*

*in BTOTS

1.A.2 Comprehensive System of Personnel Development

- b. Prospective employees without a completed bachelor's degree must be approved for a Provisional credential by the Baby Watch CSPD Committee before hire, if they intend to work in a direct service role. Such employees are not authorized to work as service coordinators until their bachelor's degree is complete. Provisional credential requirements are described in Section VI.
- c. EI employees who do not provide direct service are encouraged to take advantage of the Early Intervention Specialist training and resources. Any employee can be given access to the Canvas CSPD online training upon request, even though they are not seeking a credential.
- d. Before hire, direct service personnel must have current licensure or certification as required in their respective disciplines from one of the following agencies:
 - DOPL: Division of Occupational & Professional Licensing
 - USBE: Utah State Board of Education
 - USDB: Utah Schools for the Deaf and the Blind

Minimum education and licensing requirements for direct service personnel in the following professions include:

Role	Education	License
Advanced Practice Registered Nurse (APRN)	Master's	DOPL/USBE
Audiologist	Doctorate	DOPL/USBE
Behavior Analyst/Specialist	Bachelor's	DOPL
Blind Visually Impaired (BVI) Specialist	Bachelor's	USBE/USDB
Deaf/Blind (DB) Specialist	Bachelor's	USBE/USDB
Deaf/Hard of Hearing (DHH) Specialist	Bachelor's	USBE/USDB
Deaf Mentor	None	USDB
Early Childhood Special Educator	Bachelor's	USBE
Marriage & Family Therapist	Master's	DOPL
Occupational Therapist	Master's	DOPL/USBE
Occupational Therapy Assistant (OTA)	Associate's	DOPL/USBE
Orientation & Mobility Specialist	Bachelor's	USBE/USDB
Physical Therapist	Master's	DOPL/USBE
Physical Therapy Assistant (PTA)	Associate's	DOPL/USBE
Psychologist	Doctorate	DOPL/USBE
Registered Dietitian (RD)	Bachelor's	DOPL
Registered Nurse (RN)	Associate's	DOPL/USBE
Service Coordinator	Bachelor's	None
Social Worker (LCSW, MSW)	Master's	DOPL/USBE
Speech-Language Pathologist (SLP)	Master's	DOPL/USBE
Speech-Language Technician (SLT)	Bachelor's	USBE
Transition Coordinator	Bachelor's	None

- e. Upon hire, programs must enter the following education and licensing information into BTOTS:
 - i. Institution, Level of Education, Field of Study, and Date Earned
 - ii. License Type, License number, Date Earned, and Expiration Date

1.A.2 Comprehensive System of Personnel Development

CREDENTIAL OPTIONS

All new hires who will provide direct services or serve as program directors/coordinators are required to earn and maintain a BWEIP credential. Baby Watch has several categories of credentials.

1. EARLY INTERVENTION SPECIALIST: INITIAL

The Early Intervention Specialist credential is the credential that most new direct service providers earn through the Baby Watch CSPD system, and is required for all service coordinators. The Early Intervention Specialist credential is required for all direct service providers, unless they meet the specific criteria for a Professional Authorization or a Provisional credential. Created in 2016, the Early Intervention Specialist credential combines two previous BWEIP credential categories: EI I and EI II. The requirements for employees seeking their initial Early Intervention Specialist credential include:

a. Education/Experience	Before hire, a completed bachelor's degree in a field related to early intervention. Exceptions to this requirement include licensed RNs, OTAs, and PTAs who graduated with associate's degrees, and some USDB employees. The minimum requirements for each role are described in Education & Licensing Requirements .
b. Authorized Roles	Any direct service provider role, including service coordinator
c. Role Limitations	None
d. Canvas CSPD	All Canvas CSPD Phase 1 and 2 topics. Employees are considered to have successfully completed the Canvas topics when they achieve a minimum cumulative quiz score of 80%. Employees who do not achieve the minimum score must complete a remediation assignment, which is reviewed and approved by the Baby Watch CSPD committee
e. Self-Assessment of Competence	A reflection activity where employees rate their skill level in each area of the Baby Watch Early Intervention Standards, and together with their Coach, set learning priorities for the first six months of employment. Successful completion is indicated by the Coach's signature on the Self-Assessment worksheet.
f. Individualized Credential Plan	A planning activity where employees collaborate with their Coach to identify the in-person guidance, additional resources, and hands-on learning opportunities needed to achieve each learning priority identified in the Self-Assessment of Competence. Successful completion is indicated by the Coach's signature on the Individualized Credential Plan worksheet.
g. Service Observations	Supervised shadowing and observations of EI services across all disciplines, completed throughout credentialing Phases 1 and 2. Successful completion of each observation is indicated by a Coach/Supervisor signature on the Service Observation form.
h. Demonstrations	Employees are observed as they conduct and participate in three service visits: eligibility evaluation, IFSP meeting, and a home visit. Successful completion of each demonstration is indicated by a Coach's signature, skills ratings, and comments on the demonstration forms.
i. Professional Development	None
j. CPR/First Aid	CPR/First Aid certification within first year of employment
k. Application Deadline	6 months from start date entered in BTOTS
l. Expiration Date	5 years from date issued. Credential expiration dates are printed on each employee's credential certificate, and are also tracked in BTOTS.
m. Renewal	See Early Intervention Specialist: Renewal

1.A.2 Comprehensive System of Personnel Development

2. EARLY INTERVENTION SPECIALIST: RENEWAL

Each direct service employee must renew their credential every five years. The renewal process should begin 6 months before the employee's current credential expires. The renewal requirements for the Early Intervention Specialist credential include:

a. Education/Experience	Early intervention involvement for the past 5 years
b. Authorized Roles	Any direct service provider role, including service coordinator
c. Role Limitations	None
d. Canvas CSPD	<p>Canvas CSPD Phase 1 topics 4, 5, 11, 14, and 16 only. These topics are:</p> <ul style="list-style-type: none"> • Topic 4: DEC Recommended Practices • Topic 5: Seven Key Principles of Early Intervention • Topic 11: Child and Family Assessment • Topic 14: Writing Functional IFSP Outcomes • Topic 16: Routines-Based Interventions <p>Employees are considered to have successfully completed the Canvas topics when they achieve a minimum cumulative quiz score of 80%. Employees who do not achieve the minimum score must complete a remediation assignment, which is reviewed and approved by the Baby Watch CSPD committee.</p>
e. Self-Assessment of Competence	A reflection activity where employees rate their skill level in each area of the Baby Watch Early Intervention Standards, and together with their Coach, set learning priorities for the next six months of employment. Successful completion is indicated by the Coach's signature on the Self-Assessment worksheet.
f. Individualized Credential Plan	Not required
g. Service Observations	Not required
h. Demonstrations	Not required
i. Professional Development	<p>75 hours in the past 5 years. These hours may be a combination of:</p> <ul style="list-style-type: none"> • Credit hours from an accredited institution • Conferences, workshops and trainings related to early intervention <p>Each employee must provide documentation of professional development hours to their Coach or Supervisor. This might include transcripts, training certificates, or proof of attendance at professional conferences. Professional development records are subject to random on-site Compliance & Monitoring audits.</p>
j. CPR/First Aid	Current CPR/First Aid certification
k. Application Deadline	Current credential expiration date
l. Expiration Date	5 years from date issued. Credential expiration dates are printed on each employee's credential certificate, and are also tracked in BTOTS.
m. Renewal	If an employee fails to submit a renewal application by the current credential, professional authorization, or administrative certificate expiration date, they will be required to complete ALL Canvas Phase 1 and 2 online topics and achieve a minimum cumulative quiz score of 80% in order to renew.

1.A.2 Comprehensive System of Personnel Development

3. EARLY INTERVENTION SPECIALIST: PROVISIONAL

The Early Intervention Specialist provisional credential is issued before hire to undergraduate or graduate students working in direct service roles, and to substitute employees hired on a temporary basis when colleagues are on leave (maternity, medical, disability, etc.). The EI program seeking to employ the student/substitute must submit a provisional credential application, which must be approved by the Baby Watch CSPD committee before hire. Provisional credential requirements include:

a. Education /Experience	Undergraduate or Graduate Students: <ul style="list-style-type: none"> Current education must be approved by the Baby Watch CSPD Committee Substitute Employees: <ul style="list-style-type: none"> Before hire, a completed bachelor's degree in a field related to EI Part C or pediatric work experience
b. Authorized Roles	Any direct service provider role except service coordinator
c. Role Limitations	<ul style="list-style-type: none"> Cannot provide service coordination Cannot conduct evaluations or determine eligibility May conduct assessments, as appropriate Must be observed at least 2x/year
d. Canvas CSPD	Within 3 months after the employee's start date, all Canvas CSPD Phase 1 and 2 topics. Employees are considered to have successfully completed the Canvas topics when they achieve a minimum cumulative quiz score of 80%. Employees who do not achieve the minimum score must complete a remediation assignment, which is reviewed and approved by the Baby Watch CSPD committee.
e. Self-Assessment of Competence	Within 3 months after the employee's start date, a reflection activity where employees rate their skill level in each area of the Baby Watch Early Intervention Standards, and together with their Coach, set learning priorities for the first six months of employment. Successful completion is indicated by the Coach's signature on the Self-Assessment worksheet.
f. Individualized Credential Plan	Within 3 months after the employee's start date, a planning activity where employees collaborate with their Coach to identify the in-person guidance, additional resources, and hands-on learning opportunities needed to achieve the learning priorities identified in the Self-Assessment of Competence. Successful completion is indicated by the Coach's signature on the Individualized Credential Plan worksheet.
g. Observations	Not required
h. Demonstrations	Not required
i. Professional Development	Undergraduate students must obtain a bachelor's degree or be enrolled in at least 2 semesters/year.
j. CPR/First Aid	CPR/First Aid certification within first year of employment
k. Application Deadline	Before hire
l. Expiration Date	12 months from date issued. Expiration dates are printed on each employee's provisional credential certificate, and are also tracked in BTOTS.
m. Renewal	<p>Individuals seeking to renew provisional credentials must complete all of the same requirements as employees renewing their Early Intervention Specialist credential. Undergraduate student employees have two renewal options:</p> <ul style="list-style-type: none"> If bachelor's degree completed within 12 mo, upgrade to an Early Intervention Specialist credential If bachelor's degree not completed within 12 mo, provide proof of enrollment in at least 2 semesters/yr and renew the provisional credential for a second 12-mo period <p>If substitute employees work at any program for more than 12 months, they must:</p> <ul style="list-style-type: none"> Upgrade to an Early Intervention Specialist credential

1.A.2 Comprehensive System of Personnel Development

4. PROFESSIONAL AUTHORIZATION

Professional Authorizations are issued to licensed direct service providers who work less than 0.5 FTE (20 hrs/wk). Due to the limited nature of their work hours, many credentialing requirements are waived for Professional Authorization holders. The requirements for a Professional Authorization include:

a. Education/Experience	<ul style="list-style-type: none"> • Before hire, a completed bachelor's degree in a field related to EI • Before hire, a current DOPL/USBE license
b. Authorized Roles	Any licensed direct service provider role except service coordinator
c. Role Limitations	<ul style="list-style-type: none"> • Cannot provide service coordination • Must be less than 0.5 FTE (half time or 20 hours/week). If an employee with Professional Authorization increases their hours above 0.5 FTE, they must upgrade to an Early Intervention Specialist credential, and complete all requirements for an initial credential within 6 months.
d. Canvas CSPD	<p>Canvas CSPD Phase 1 topics 4, 5, 11, 14, and 16 only. These topics are:</p> <ul style="list-style-type: none"> • Topic 4: DEC Recommended Practices • Topic 5: Seven Key Principles of Early Intervention • Topic 11: Child and Family Assessment • Topic 14: Writing Functional IFSP Outcomes • Topic 16: Routines-Based Interventions <p>Employees are considered to have successfully completed the Canvas topics when they achieve a minimum cumulative quiz score of 80%. Employees who do not achieve the minimum score must complete a remediation assignment, which is reviewed and approved by the Baby Watch CSPD committee</p>
e. Self-Assessment of Competence	A reflection activity where employees rate their skill level in each area of the Baby Watch Early Intervention Standards, and together with their Coach, set learning priorities for the first six months of employment. Successful completion is indicated by the Coach's signature on the Self-Assessment of Competence worksheet.
f. Individualized Credential Plan	Not required
g. Service Observations	Not required
h. Demonstrations	Not required
i. Professional Development	Not required
j. CPR/First Aid	CPR/First Aid certification within first year of employment
k. Application Deadline	3 months from start date entered in BTOTS
l. Expiration Date	5 years from date issued. Expiration dates are printed on each employee's Professional Authorization certificate, and are also tracked in BTOTS.
m. Renewal	<p>Individuals seeking to renew Professional Authorizations must complete all of the same requirements as employees renewing their Early Intervention Specialist credential.</p> <p>If an employee fails to submit a renewal application by the current Professional Authorization expiration date, they will be required to complete ALL Canvas Phase 1 and 2 online topics and achieve a minimum cumulative quiz score of 80% in order to renew.</p>

1.A.2 Comprehensive System of Personnel Development

5. EARLY INTERVENTION ADMINISTRATIVE CERTIFICATE

The Early Intervention Administrative Certificate is a professional development option for any employee who does not provide direct services, and is required for all program directors or coordinators who do not have a current Early Intervention Specialist credential. Certificate training offers the same foundational knowledge provided to Early Intervention Specialists, but does not require the employee to facilitate home visits and demonstrate service provision skills. The requirements for an Administrative Certificate include:

a. Education/Experience	A completed bachelor's degree
a. Authorized Roles	Any EI program role that does not provide direct services
b. Role Limitations	Cannot provide direct service
c. Canvas CSPD	All Canvas CSPD Phase 1 and 2 topics. Employees are considered to have successfully completed the Canvas topics when they achieve a minimum cumulative quiz score of 80%. Employees who do not achieve the minimum score must complete a remediation assignment, which is reviewed and approved by the Baby Watch CSPD committee
d. Self-Assessment of Competence	A reflection activity where employees rate their skill level in each area of the Baby Watch Early Intervention Standards, and together with their Coach, set learning priorities for the first six months of employment. Successful completion is indicated by the Coach's signature on the Self-Assessment of Competence worksheet.
e. Individualized Credential Plan	A planning activity where employees collaborate with their Coach to identify the in-person guidance, additional resources, and hands-on learning opportunities needed to achieve each learning priority identified in the Self-Assessment of Competence. Successful completion is indicated by the Coach's signature on the Individualized Credential Plan worksheet.
f. Service Observations	Supervised shadowing and observations of EI services across all disciplines, completed throughout credentialing Phases 1 and 2. Successful completion of each observation is indicated by a Coach/Supervisor signature on the Service Observation form.
g. Demonstrations	Not required
h. Professional Development	None
i. CPR/First Aid	CPR/First Aid certification within first year of employment
j. Application Deadline	6 months from start date entered in BTOTS
k. Expiration Date	5 years from date issued. Expiration dates are printed on each employee's certificate, and are also tracked in BTOTS.
l. Renewal	<p>Administrative Certificate holders may upgrade to an Early Intervention Specialist credential at any time, by completing the 3 service visit demonstrations. If an Administrative Certificate holder does not have a bachelor's degree in a field related to early intervention, they must also complete 30 semester/45 quarter credit hours at an accredited institution in a field related to early intervention in order to achieve an Early Intervention Specialist credential.</p> <p>Administrative Certificate holders must complete all of the same renewal requirements as employees renewing their Early Intervention Specialist credential.</p> <p>If an employee fails to submit a renewal application by the current Administrative Certificate expiration date, they will be required to complete ALL Canvas Phase 1 and 2 online topics and achieve a minimum cumulative quiz score of 80% in order to renew.</p>

1.A.2 Comprehensive System of Personnel Development

6. EARLY INTERVENTION ADMINISTRATIVE CREDENTIAL

The Early Intervention Administrative Credential is an optional credential available only to current EI program directors or coordinators. Created in 2016, the Early Intervention Administrative Credential replaces the previous EI III credential. The requirements for an Early Intervention Administrative Credential include:

a. Experience	<ul style="list-style-type: none"> • A current Early Intervention Specialist or EI II credential • 3+ consecutive years of work experience at an EI program • A completed master's degree in a field related to early intervention OR • 30 semester/45 quarter hours from an accredited institution in a field related to EI
b. Authorized Roles	EI program director or coordinator
c. Role Limitations	None
d. Canvas CSPD	All Canvas CSPD Phase 1 and 2 topics. Employees are considered to have successfully completed the Canvas topics when they achieve a minimum cumulative quiz score of 80%. Employees who do not achieve the minimum score must complete a remediation assignment, which is reviewed and approved by the Baby Watch CSPD committee.
e. Self-Assessment of Competence	A reflection activity where employees rate their skill level in each area of the Baby Watch Early Intervention Standards, and together with the CSPD Committee, set learning priorities for the first six months of employment. Successful completion is indicated by CSPD Committee approval of the employee's Self-Assessment of Competence.
f. Individualized Credential Plan	Not required
g. Service Observations	Not required
h. Demonstrations	Not required
i. Professional Development	None
j. CPR/First Aid	Current CPR/First Aid certification
k. Application Deadline	Current credential expiration date
l. Expiration Date	5 years from date issued. Credential expiration dates are printed on each employee's credential certificate, and are also tracked in BTOTS.
m. Renewal	<p>Individuals with Administrative Credentials must complete all of the same renewal requirements as employees renewing their Early Intervention Specialist credential.</p> <p>If an employee fails to submit a renewal application by the current Administrative Credential expiration date, they will be required to complete ALL Canvas Phase 1 and Phase 2 online topics and achieve a minimum cumulative quiz score of 80% in order to renew.</p>

1.A.2 Comprehensive System of Personnel Development

7. LEGACY CREDENTIAL: EI I

Prior to October 1, 2016, the EI I credential was issued to direct service personnel who had not completed a bachelor's degree. Individuals with EI I credentials are authorized to provide direct services under the following conditions in the current CSPD system:

a. Education	High school or equivalent
b. Authorized Roles	Any direct service provider role, including service coordinator
c. Role Limitations	<ul style="list-style-type: none"> • Cannot conduct evaluations or determine eligibility • May conduct assessments, as appropriate • Must be supervised at least twice a year
d. Professional Development	<p>Baby Watch strongly encourages all EI I credential holders to:</p> <ul style="list-style-type: none"> • Complete a bachelor's degree in a field related to early intervention • Complete the Early Intervention Specialist initial credential requirements • Upgrade to Early Intervention Specialist credential
e. Expiration Date	5 years from date issued. Credential expiration dates are printed on each employee's credential certificate, and are also tracked in BTOTS.
f. Renewal	<p>In order to renew, EI I credential holders must complete all of the Early Intervention Specialist renewal requirements.</p> <p>If an employee fails to submit a renewal application by their current EI I expiration date, they will be required to complete ALL Canvas Phase 1 and Phase 2 online topics and achieve a minimum cumulative quiz score of 80% in order to renew.</p> <p>Upon renewal, EI I credential holders will be issued an Early Intervention Specialist credential. However without a completed bachelor's degree, former EI I credential holders are still subject to EI I role limitations.</p>
g. Upgrade Option	<p>EI I credential holders who have 5+ years of continuous early intervention work experience are eligible to be grandfathered in as Early Intervention Specialists upon renewal, or at any time.</p> <ul style="list-style-type: none"> • No bachelor's degree required • Must complete all Early Intervention Specialist initial credential requirements • Grandfatherees are still subject to EI I role limitations

8. LEGACY CREDENTIAL: EI II

Prior to October 1, 2016, the EI II credential was issued to direct service personnel who had completed a bachelor's degree. EI II credential holders are authorized to provide direct services as follows in the current CSPD system:

a. Education	A completed bachelor's degree in a field related to early intervention
b. Authorized Roles	Any direct service provider role, including service coordinator
c. Role Limitations	None
d. Expiration Date	5 years from date issued. Credential expiration dates are printed on each employee's credential certificate, and are also tracked in BTOTS.
e. Renewal	<p>EI II credential holders must complete all of the same renewal requirements as employees renewing an Early Intervention Specialist credential. Upon renewal, EI II credential holders will be issued an Early Intervention Specialist credential.</p> <p>If an employee fails to submit a renewal application by the current EI II expiration date, they will be required to complete ALL Canvas Phase 1 and 2 online topics and achieve a minimum cumulative quiz score of 80% in order to renew.</p>

1.A.2 Comprehensive System of Personnel Development

9. LEGACY CREDENTIAL: EI III

Prior to October 1, 2016, the EI III credential was issued to program directors or coordinators who had completed a master's degree or equivalent in a field related to early intervention. EI III credential holders are authorized to provide direct services as follows in the current CSPD system:

a. Education	A completed master's degree or equivalent
b. Authorized Roles	EI program director or coordinator
c. Role Limitations	None
d. Expiration Date	5 years from date issued. Credential expiration dates are printed on each employee's credential certificate, and are also tracked in BTOTS.
e. Renewal	<p>EI III credential holders must complete all of the same renewal requirements as employees renewing an Early Intervention Specialist credential. Upon renewal, EI III credential holders will be issued an Early Intervention Specialist Administrative Credential.</p> <p>If an employee fails to submit a renewal application by the current EI III expiration date, they will be required to complete ALL Canvas Phase 1 and 2 online topics and achieve a minimum cumulative quiz score of 80% in order to renew.</p>

AUTHORITY

R §303.212
Utah Code, Titles 53A and 58 and the Utah State Board of Education Certification Standards
34 CFR §303.13: Early Intervention services
34 CFR §303.118: Comprehensive System of Personnel Development (CSPD)
34 CFR §303.119: Personnel standards

REFERENCES

Hanft, B.E., Rush, D.D., & Shelden, M.L. (2004). *Coaching families and colleagues in early childhood*. Baltimore, MD: Paul H. Brookes Publishing Co.

Pletcher, L.C., & Younggren, N. (2013). *The Early Intervention Workbook*. Baltimore, MD: Paul H. Brookes Publishing Co.

REVISION LOG

December 2018: New policy

Lisa A. Davenport, Ph.D., BWEIP Program Manager	Date

1.A.2 Comprehensive System of Personnel Development

Appendix A: Credential Requirements at a Glance

Category	Required BEFORE hire	Auth Roles	Limitations	Canvas	Self-Assess	Individual Cred Plan	Observe	Demo	PD	CPR	Due	Exp	Renewal	Send to BWEIP
EI Specialist: INITIAL	Bachelor's Exception: RN/PTA/OTA w/ Associate	DSP SC	None	All P1/P2 topics Quizzes 80% min	Y	Y	Y	Y	N	Y	6 mo after start	5 yrs	See EI Specialist: RENEWAL	Initial application 3 demo forms Observation form
EI Specialist: RENEWAL	Before renewal: 5 yrs continuous EI work experience	DSP SC	None	Before Exp: Topics 4, 5, 11, 14, 16 After Exp: All P1/P2 topics Quizzes 80% min	Y	N	N	N	75hrs /5yrs	Y	Cred exp. date	5 yrs	NA	Renewal application
EI Specialist: PROVISIONAL • Students • Substitutes	CSPD committee approval	DSP No SC	Can't do evals or determine eligibility Students must finish BA/BS or 2 sem/yr Observed min 2x/year	All P1/P2 topics Quizzes 80% min	Y	Y	N	N	N	Y	3 mo after start	12 mo	See EI Specialist: RENEWAL	Before hire: Provisional application
Professional Authorization	Current DOPL/USBE license	DSP No SC	Must be <0.5 FTE/20 hrs If >0.5 FTE, must be EIS	Topics 4, 5, 11, 14, 16	Y	N	N	N	N	Y	3 mo after start	5 yrs		Initial application
Administrative Certificate	Bachelor's	non-DSP only	Can't provide direct service	All P1/P2 topics	Y	Y	Y	N	N	N	6 mo after start	5 yrs		Initial application
Administrative Credential	Master's or equivalent Current Prog Dir / Coord with EIS/EI II	Program Director	None	All P1/P2 topics	Y	N	N	N	N	Y	6 mo after start	5 yrs		Initial application 3 demo forms

1.A.2 Comprehensive System of Personnel Development

Appendix B: INITIAL Credential Tasks & Process

Timeline	Program Tasks	Baby Watch Tasks	CSPD Committee Tasks
Upon hire	<input type="checkbox"/> IRL: Determine appropriate credential for employee <input type="checkbox"/> BTOTS: create new employee profile <input type="checkbox"/> BTOTS: verify employee email address is working	<input type="checkbox"/> BTOTS: Create employee's CSPD folder <input type="checkbox"/> BTOTS: Assign credential due date, based on start date	<input type="checkbox"/> Review provisional credential applications
First week of employment	<input type="checkbox"/> IRL: Assign new employee a Coach <input type="checkbox"/> Email: Notify Baby Watch of assigned Coach	<input type="checkbox"/> Canvas: Send invite to email address in BTOTS <input type="checkbox"/> Canvas: Link Coach and Student accounts	
	<input type="checkbox"/> IRL: Review transcripts, check degree type/date <input type="checkbox"/> BTOTS: Enter institution, degree type, field, date	<input type="checkbox"/> BTOTS: Verify education info	
	<input type="checkbox"/> IRL: Review DOPL/USBE license documents <input type="checkbox"/> BTOTS: Enter license type, number, and expiration	<input type="checkbox"/> BTOTS: Verify DOPL/USBE licensing info <input type="checkbox"/> BTOTS: Verify employee hours (FTE)	
First 6 months of employment	Coach monitors in Canvas: <input type="checkbox"/> Employee progress <input type="checkbox"/> Employee quiz scores (min 80%)	<input type="checkbox"/> Canvas: Verify cumulative quiz score (min 80%) <input type="checkbox"/> Email: if quiz score < 80%, send remediation assignment	<input type="checkbox"/> Review remediation assignments
	Coach mentors new employee as they complete: <input type="checkbox"/> Self-Assessment of Competence <input type="checkbox"/> Individual Credentialing Plan <input type="checkbox"/> Service Observations <input type="checkbox"/> Demonstrations <input type="checkbox"/> CPR/First Aid certification <input type="checkbox"/> Food Handler's Permit (if required) <input type="checkbox"/> Remediation assignment (if required)		
	Email to Baby Watch within 6 months after hire: <input type="checkbox"/> Initial application <input type="checkbox"/> 3 demo forms <input type="checkbox"/> Service observation form	Review and archive: <input type="checkbox"/> Application: Check for completion (including employee/coach signatures) <input type="checkbox"/> Demo forms: Check for completion (including employee/coach signatures) and satisfactory performance <input type="checkbox"/> Service Observation form: Check for completion (including employee/coach signatures)	
		<input type="checkbox"/> BTOTS: issue credential number <input type="checkbox"/> IRL: mail certificate and letter	

Appendix C: Credential RENEWAL Tasks & Process

Timeline	Program Tasks	Baby Watch Tasks	CSPD Committee Tasks
6 months before credential expiration date	<input type="checkbox"/> IRL: Determine appropriate credential for employee <input type="checkbox"/> BTOTS: verify employee email address is working	<input type="checkbox"/> BTOTS: Run Credentials Due report <input type="checkbox"/> Email: Remind programs of upcoming renewals	
	<input type="checkbox"/> IRL: Assign employee a Coach <input type="checkbox"/> Email: Notify Baby Watch of assigned Coach	<input type="checkbox"/> Canvas: Send invite to email address in BTOTS <input type="checkbox"/> Canvas: Link Coach and Student accounts	
	<input type="checkbox"/> IRL: Review DOPL/USBE license documents <input type="checkbox"/> BTOTS: Enter license type, number, and expiration	<input type="checkbox"/> BTOTS: Verify DOPL/USBE licensing info is current <input type="checkbox"/> BTOTS: Verify employee hours (FTE)	
	Coach checks status of professional development activities: <input type="checkbox"/> Review all documentation (transcripts, training certificates, etc.) <input type="checkbox"/> Verify 75+ PD hours in past 5 years		
	Coach monitors in Canvas: <input type="checkbox"/> Employee progress <input type="checkbox"/> Employee quiz scores (min 80%)	<input type="checkbox"/> Canvas: Verify cumulative quiz score (min 80%) <input type="checkbox"/> Email: if quiz score < 80%, send remediation assignment	<input type="checkbox"/> Review remediation assignments
	Coach mentors new employee as they complete: <input type="checkbox"/> Self-Assessment of Competence <input type="checkbox"/> Professional development hours (if needed) <input type="checkbox"/> CPR/First Aid certification (if needed) <input type="checkbox"/> Food Handler's Permit (if required) <input type="checkbox"/> Remediation assignment (if required)		
	Email to Baby Watch within 6 months of current credential expiration date: <input type="checkbox"/> Renewal application	Renewal Application review and archiving: <input type="checkbox"/> Check for completion (employee/coach signatures) <input type="checkbox"/> Check for 75+ PD hours	
		<input type="checkbox"/> BTOTS: issue credential renewal <input type="checkbox"/> IRL: mail certificate and letter	