# Early Intervention Credential Process

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<tr>
<th>Phase Timeframe</th>
<th>Tasks</th>
<th>Forms</th>
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| **Phase One:** Week 1 | • Canvas registration (both new practitioner and coach).  
• New practitioner starts mandatory orientation training Phase 1: Introduction in Canvas. | |
| **Phase One:** Week 2 | • New practitioner begins to complete and document on *BWEIP Shadowing Opportunities* form co-visit observations of EI process and service provision across all disciplines.  
• New practitioner completes mandatory orientation training Phase 1: Introduction in Canvas.  
• The new practitioner must complete all Phase One trainings in Canvas before proceeding to Phase Two. | • *BWEIP Shadowing Opportunities*  
• *Intake Observation Form (Optional)*  
• *IFSP Observation Form (Optional)*  
• *Home Visit Observation Form (Optional)* |
| **Phase Two:** Week 3 | • New practitioner starts mandatory orientation training Phase 2: Foundation in Canvas.  
• New practitioner continues co-visit observations of EI process and service provision across all disciplines, continue to document on *BWEIP Shadowing Opportunities* form. | • *BWEIP Shadowing Opportunities*  
• *Intake Observation Form (Optional)*  
• *IFSP Observation Form (Optional)*  
• *Home Visit Observation Form (Optional)* |
| **Phase Two:** Week 4 | • Complete all observations of EI process and service provision across all disciplines.  
• New practitioner completes mandatory orientation training Phase 2: Foundation in Canvas. | |
| **Phase Two:** End of Week 4 | • New practitioner completes *EI provider Self-Assessment of Competence form*.  
• Coach and supervisor meet with new practitioner to conduct discussion session to develop the *Individualized Credential Plan*.  
• The Coach will document or track the activities and strategies that occur during coaching opportunities. | • *Early Intervention Provider Self-Assessment of Competence*  
• *Baby Watch Individualized Credentialing Plan*  
• *Phase Three Coaching Log* |
| Phase Three: Week 5 - 8 | - New practitioner starts action items on Individualized Credential plan.  

|   | - BWEIP Observation/Demonstration Phase Three Tracking Form (Optional)  
- Eligibility Evaluation Observation/Demonstration Form  
- IFSP Observation/Demonstration Form  
- Home Visit Observation/Demonstration Form |
|---|---|
| Phase Three: Week 8 - 12 | - New practitioner completes Demonstrations utilizing Observation/Demonstration forms for Eligibility/Evaluation, IFSP and Home Visit  
- New practitioner continues Individualized Credential plan, as needed.  
- Evaluation of Individualized Credential plan and status – assess need for additional learning topics or demonstration/observation sessions. 

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| Phase Three: Week 12 - 25 | - Complete Baby Watch Credential Final Report with completed program manager/supervisor signatures and submit with Demonstrations to Carma Mordecai (cmordecai@utah.gov) at Baby Watch. 

|   | - Baby Watch Credential Final Report |