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Part C – Early Intervention Credentialing & Training
Funded by the Illinois Department of Human Services

Early Intervention Credential Renewal Application

Applicants should use this application packet if renewing a current credential. Please review all materials and use the checklist below to determine if you have included all materials required to apply for an Illinois Early Intervention Credential.

Component Needed		Completion Instructions	Yes	No
1	Application for Early Intervention Credential (Required)	Applicant completes the demographic section, Part I, and Part II		
2	Early Intervention Credential Application continuing professional education documentation (Required)	To renew a credential: Documentation of a minimum of 30 hours of EI approved training covering two or more of the following areas: <ul style="list-style-type: none">▪ Development of Young Children: Typical and Atypical▪ Working with Families of Young Children with Disabilities▪ Intervention Strategies for Young Children with Special Needs▪ Assessment of Young Children with Special Needs		
3	CFS 689 Authorization For Background Check (CANTS)	Must be returned with renewal application materials at least 60 days prior to expiration		
4	Fingerprint-Based Background Check Authorization Form	Provider Must Remove this from the application and use to obtain digital fingerprint background check from an approved vendor (listed in application materials)		
5	Early Intervention Ongoing Professional Development Plan Format (Required. Not applicable to Service Coordinators and Parent Liaisons working for CFCs.)	Applicant agrees to participate in ongoing professional development by signing and returning this document.		
6	Documentation of Ongoing Professional Development Plan Meetings during 3 year credential period.	Must submit at the time of renewal documentation, including date, location, and signature of credentialed peer in which meetings occurred.		

The Ongoing Professional Development Documentation Form that is provided in the application packet must be used to document ongoing professional development activities for each 12 month credentialing period. Completed forms are to be submitted at the time of renewal.

**Return completed applications to:
(Faxed copies will not be accepted)**

**Provider Connections
Western Illinois University
1 University Circle
Center for Best Practices in Early Childhood Education
Macomb, IL 61455
Phone: 800-701-0995 Fax: 309-298-3066**

ILLINOIS EARLY INTERVENTION CREDENTIAL RENEWAL APPLICATION

Full Legal Name _____ Individual NPI# (10 digits) _ _ _ _ _
Home Address _____ SSN# (last 4 digits) _____
City _____ State _____ Zip code _____
Daytime Telephone _____ Fax _____
Home Telephone _____ CFC's Served _____
Home County _____ E Mail _____

PART I: EARLY INTERVENTION VERIFICATION

To be issued a credential and to maintain a credential, I verify the following by placing an X or a \checkmark next to the following statements:

_____ I am not delinquent in paying a child support order as specified in Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-651];

_____ I am not in default of an educational loan in accordance with Section 2 of the Education Loan Default Act [5ILCS 385/2];

_____ I have not served or completed a sentence for a conviction of any of the felonies set forth in 225 ILCS 46/25 (a) and (b) within the preceding five years [30 ILCS 500/50-10];

_____ I have not been indicated as a perpetrator of child abuse or neglect in an in an investigation by Illinois or another state for at least the previous five years;

_____ I am in compliance with pertinent laws, rules, and government directives regarding the delivery of services for which I seek credentialing.

Signature (required)

Date

Part II: Early Intervention Credential Renewal

Credential #: _____ Credential Type: _____

Check box if you are a registered Department of Specialize Care for Children (DSCC) provider

Areas of training:

- _____ Development of Young Children: Typical and Atypical
- _____ Working with Families of Young Children with Disabilities
- _____ Intervention Strategies for Young Children with Special Needs
- _____ Assessment of Young Children with Special Needs

License # _____ Date of Expiration _____
(include a copy of license)

Instructions for completing the Illinois EI Credential Applications

1. A National Provider Identification (NPI) number is required of all specialist-level providers (excludes Service Coordinators, Parent Liaisons, and Assistants). If you have one, enter the number on the line following your name. If you do not have one, you will need to apply for one online at <https://nppes.cms.hhs.gov>. Normally, it will be sent to you via e-mail within 24 hours.
2. Rather than your full Social Security number, Provider Connections is now collecting only the last four digits for identification purposes. List the last four digits on appropriate line on the application form. It is important to note that you must still list your full Social Security number on some Central Billing Office enrollment application documents.
3. Home addresses are required on all credential applications. The credential belongs to you rather than your agency. Provider Connections communicates with providers through the home address information you provide on this application. Therefore, it is important to keep Provider Connections apprised of any home address changes. Use of an office address will cause the application to be returned for correction.
4. New applicants should place a checkmark next to the credential for which they are applying. CFY Speech Pathologists are considered “Assistants” in this program until their full Speech license is issued. At that time, the provider must apply for the Speech Pathologist credential by forwarding the credential application page, a Central Billing Office enrollment application, and a photocopy of their state license.
5. In lieu of a photocopy of your state license, you may submit a printed copy of the licensee’s record from the Illinois Department of Professional Regulation’s website. If your license expires during the month you are applying for the credential or for renewal, Provider Connections must have a copy of your renewed license.
6. It is mandatory that all providers complete the Early Intervention Verification section of the application. Provider Connections cannot process an application if this section is not completed and signed by the applicant.
7. New applicants may leave the line “CFC’s Served” blank if they do not know which Child and Family Connections office geographical area they may be serving.

EI Credentialing Renewal & Core Knowledge Area Requirements

As a part of Rule 500 Early Intervention, the Illinois Department of Human Services established guidelines defining basic core educational content knowledge areas that all unlicensed credentialed providers must document (except PLs) to remain a provider in the Illinois EI system. This requirement is a CUMULATIVE TOTAL of ALL coursework and/or workshops completed by an individual focusing on infants and toddlers (birth to 3) with special needs. Once this requirement has been fulfilled and providers have received verification from the EI credentialing office, it will not be required again.

Individuals who hold a credential on July 1, 2007, other than individuals that hold a professional license in the state of Illinois, as set forth in Appendix C, as part of the first subsequent credential renewal application process, must provide documentation of the completion of educational experiences, as approved by the Department that include at least two semester college hours or the equivalent (30 clock hours or CEU credit hours) in each of the above early intervention core knowledge content areas. Parent Liaisons are not required to provide this documentation.

- * Typical and Atypical Child Development (at least 1 semester hour or 15 contact hours in each area)
- * Working with Families with Young Children* w/ Special Needs
- * Intervention Strategies for Young Children* w/ Special Needs
- * Assessment of Young Children with Special Needs

** Young Children is defined as children age birth to three. The documentation submitted must specify this age range.*

Upon initial application or renewal of an Illinois' Early Intervention Credentials, required individuals should take the following steps before submitting coursework and/or professional development workshops, to verify that coursework and/or workshops are early intervention approved:

1. To verify if college/university coursework has been approved for Early Intervention credit visit www.wiu.edu/providerconnections and click on the "Core Knowledge Area Course Search" link. Searches by college/university and core area can be made to verify courses already approved. If coursework appears as approved on this search applicants/renewing providers simply must **submit an official transcript** indicating the course(s) in which they wish to receive credit.

All unapproved coursework submitted MUST INCLUDE SUPPORTING DOCUMENTATION THAT CLEARLY DESCRIBES THE CORE AREA COVERED, THE BIRTH TO 3 WITH SPECIAL NEEDS COMPONENTS AND THE TIME SPENT ON THESE COMPONENTS. Such documentation should include course syllabi, catalog descriptions or letters from course instructor/professor specifying the number of contact hours spent on the birth to three with special needs population.

2. To verify if workshops are early intervention approved visit www.illinoiseittraining.org and click on the "Past Trainings Approved for EI Credit" link. There you can verify whether workshops have been approved for EI credit and in which area they are approved. Providers should submit certificates of attendance and/or verification from the Illinois Early Intervention Training Program with credential application/renewal to support and document completion of workshop activities. If workshops do not appear as approved follow the steps necessary to request approval of EI credit.

Workshops and coursework are reviewed for credentialing credit ONLY at the time of initial application and renewal. When a credential is issued/reissued, a Portfolio Checklist will be sent along with the credential & cover letter. This checklist outlines ALL information that is contained in a providers EI credential file including the number of workshop/college hours credited to meet the core area requirements.

Policy Change effective July 1, 2007 for Renewing EI Credentials. This does NOT mean background checks must be completed by July 1, 2007, but at the time of the provider's next credential renewal after July 1, 2007.

In the interest of creating the safest possible environment for young children being served by credentialed Early Intervention Providers, the Department of Human Services, Bureau of Early Intervention requires the following checks for all providers applying for or renewing an EI credential:

- CANTS/SACWIS (Child Abuse & Neglect Tracking System)
- Criminal background fingerprint (State only)
- Illinois & National Sex Offender Registry (SOR)

No Provider shall be credentialed/renewed to provide early intervention services without the clearance results from all checks being documented by Provider Connections. Please follow these steps to assist in the credentialing process:

1. Download the renewal application from www.wiu.edu/providersconnections. **Remove the Provider Connections Fingerprint-Based Background Check Authorization Form** from the packet for later use (See Step 3).
2. **Sixty to ninety days BEFORE** the expiration date, mail the completed renewal application, including the Authorization for Background Check (CANTS) CFS 689 form to Provider Connections, 1 University Circle, HH 32, Macomb, IL 61455. **Results of the CANTS check are returned to Provider Connections from the Illinois Department of Children and Family Services via postal mail about 6-8 weeks from date of submission.**
3. At least 30 days prior to the renewal date, take the **Provider Connections Approved Fingerprint-Based Background Check Authorization Form** (found in the renewal application packet) to an [cooperating vendors](#) to submit fingerprints. **The cost will vary per vendor and is to be paid by the Early Intervention Provider.** Vendors will take fingerprints for searches using Live Scan biometric fingerprint technology and electronically send prints to the Illinois State Police. Results are then returned to Provider Connections by electronic mail.
When getting the Live Scan fingerprint, please have the following items with you:
 1. Valid Photo ID The following are the only acceptable forms:
 - Driver's License • State Identification Card • Military Identification • Firearms Owner's Identification
 2. Early Intervention Service Provider Fingerprint Form with Provider Connections' ORI Number
 3. Cash, money order, or credit card for the fee. **Personal checks are not accepted.**

Provider Connections will check the applicant's name on the Illinois & National Sex Offender Registry to determine if the applicant has been identified as a Sex Offender.

NOTE: A previously conducted background check will be accepted as long as it was conducted using Provider Connections' ORI# and is no more than **1 year** old at the time of applying for an Early Intervention Credential. **This does not apply to CANTS. A new CANTS CFS 689 form must be submitted with the application.**

Information concerning background checks obtained by Provider Connections shall be kept confidential. If it has been determined that an applicant for an EI credential has not been convicted of any of the criminal or drug offenses in 225 ILCS 46/25 (a) and (b) within the preceding five years [30 ILCS 500/50-10] and; has not been indicated as a perpetrator of child abuse or neglect in an investigation by Illinois or another state for at least the previous five years and; that the applicant has not been identified in the Sex Offender Database as a sex offender and the applicant has met the requirements for credentialing according to Rule 500; then Provider Connections, overseen by Department of Human Services, Bureau of Early Intervention, shall issue the applicant a credential.

For further information or guidance regarding criminal history records checks, please review the *Guide to Understanding Criminal Background Check Information* provided by the Illinois State Police:
<http://www.isp.state.il.us/media/docdetails.cfm?DocID=508>.

STATE ONLY FEE APP.

PROVIDER CONNECTIONS EARLY INTERVENTION FINGERPRINT-BASED BACKGROUND CHECK AUTHORIZATION FORM

ORI # ILL13612S Purpose Code: EIS

Provider Code

PLEASE PRINT ALL INFORMATION LEGIBLY

Provider Name: _____
Last First M.I.

Date of Birth: ____/____/____ Social Security Number: _____
MM DD YY

Height: _____ Weight: _____

Sex*: _____ Race*: _____ Hair Color*: _____ Eye Color*: _____

*Use codes found on reverse side

*Use codes found on reverse side

Place of Birth: _____
State or County

Current Home Address: _____
Number Street

City

State

Zip Code

I HEREBY AUTHORIZE the performance of fingerprint-based criminal background checks in accordance with 20 ILCS 2635/1 et seq., to determine whether I have ever been charged with a crime and, if so, the disposition of those charges. I understand that present and/or future information and assistance from the U.S. Justice Department and the Illinois Law Enforcement will be utilized to conduct this investigation.

I understand that information obtained as a result of my authorizing this investigation be used for the purpose set forth here in and will not be shared with any person outside of administrative personnel for Provider Connections. Under penalty of perjury, I hereby declare and certify that the information I have provided herein is true, correct, and complete. I acknowledge that any falsification or omission may result in disapproval, suspension, or termination of a provider's credential application. I understand the results of this background check will be sent to Provider Connections in Macomb, IL 61455 for Early Intervention credential processing and, as necessary, the Illinois Department of Human Services, or as otherwise allowed by law.

Signature: _____ Date: _____

TO BE COMPLETED BY THE LIVE SCAN TECHNICIAN

TCN: _____

Proof of Identification: (Must be current)

Drivers License State Photo ID Military ID FOID

Vendor & Technician Name: _____

Date Fingerprinted: _____

Amount Paid: _____

PLEASE RETURN THIS FORM TO PROVIDER CONNECTIONS AFTER BEING FINGERPRINTED

Payment Method: Cash

Money Order

Credit Card

WHO MUST SUBMIT FINGERPRINTS?

To be credentialed and maintain a credential in the Illinois Early Intervention Program providers must complete and submit a fingerprint based criminal background check to the credentialing office in accordance with Department processes.

WHERE SHOULD FINGERPRINTS/FORMS BE SUBMITTED?

All individuals identified above must complete this form and deliver it to one of the approved vendors for electronic fingerprint processing by the Illinois State Police and the Federal Bureau of Investigation. A listing of approved vendors is provided with the enrollment packet and is available for download from: <http://www.wiu.edu/providerconnections>

WHAT IS THE COST FOR SUBMITTING FINGERPRINTS?

Information regarding fees may be obtained from the respective vendor. **These fees are the responsibility of the individual being fingerprinted.**

INSTRUCTIONS FOR COMPLETING THIS FORM

Please print all information. All fields on this form must be completed. All identifying information must be accurate and complete.

Name Current and all former names including alias used by the individual must be included. If Maiden Name/Formerly Used Name is not applicable, write “none” on the line.

***Codes**

The following codes are to be used on the form. They are the only acceptable entries allowed.

Sex “M” for male or “F” for female

Race

B Black or African American
W Caucasian
A Asian/Pacific Islands
I American Indian
U Unknown/All Others

Hair Color

BAL Bald
BLK Black
BLN Blond
BRO Brown
GRY Grey
MUL Multi-colored
RED Red
WHI White

Eye Color

BLK Black
BLU Blue
BRO Brown
GRN Green
HAZ Hazel

The person submitting their fingerprints must sign and date this authorization form at the time of fingerprinting witnessed by the fingerprint agent.

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- BRO Brown
- GRY Grey
- MUL Multi-colored
- RED Red
- WHI White

Eye Color

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- BRO Brown
- GRN Green
- HAZ Hazel

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AUTHORIZATION FOR BACKGROUND CHECK
Child Abuse and Neglect Tracking System (CANTS)

For Programs NOT Licensed by DCFS

NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.

Name: _____
Last First Middle

Date of Birth: _____ Gender (circle): Male Female Race: _____

Current Address: _____
Street/Apt #

_____ City State Zip Code

If you currently reside in Illinois, please list all previous addresses for the past five years.

OR

If you currently reside out-of-state, please provide ALL Illinois addresses in which you did reside while living in Illinois.

(Street/Apt#/City/County/State/Zip Code)	Dates From/To
_____	_____
_____	_____
_____	_____
_____	_____

List maiden name and/or all other names by which you have been known: (last, first, middle)

_____	_____
_____	_____
_____	_____
_____	_____

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking system (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

Mail this request to: Provider Connections--Western Illinois University 1 University Circle Macomb, IL 61455
--

Signed Date

Please type, use bold letters or label:

Provider Connections – Western Illinois University (Agency Name)
Attn: Amy Betz (Contact Person)
1 University Circle (Address)
Macomb, IL 61455 (City/State/Zip)



(Submitting Agency Fax Number) **309-298-3066**

**Early Intervention Ongoing Professional Development Plan Format
(Required for all Except Service Coordinators and Parent Liaisons
working for Child and Family Connections)**

I agree to participate in a system of ongoing professional development that includes a once a month non-billable meeting held either face-to-face or over the phone with either an individual specialist-level credentialed provider or a group, of which at least one member is a specialist-level credentialed provider in order to facilitate best practice through case review.

I will submit to the credentialing office complete ongoing professional development documentation forms when moving from a temporary to a full credential status and upon credential renewal. I will make documentation of ongoing professional development meeting available to DHS or its designee upon request.

Early Intervention Credential Number

Signature

Date

Section 500.60 Provider Qualifications/Credentialing and Enrollment

- a) Credentialing and enrollment, as set forth in this Part, is only for the purpose of providing and being reimbursed for EI services as set forth in this Part. It is not a license.
- b) An individual shall meet the pertinent licensing, degree, education and/or certification requirements for the service to be provided, as set forth in Appendix C, as well as the requirements set forth in this Section, in order to qualify for and maintain a credential to provide EI services. Credentialed providers must also enroll in order to be reimbursed for services.
- c) To be credentialed and maintain the credential the individual shall also:
 - 1) not be delinquent in paying a child support order as specified in Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65];
 - 2) not be in default of an educational loan in accordance with Section 3 of the Education Loan Default Act [5 ILCS 385/3];
 - 3) not have served or completed a sentence for a conviction of any of the felonies set forth in 225 ILCS 46/25(a) and (b) within the preceding five years (see 30 ILCS 500/50-10);
 - 4) not have been determined to be a perpetrator of an indicated incident of child abuse or neglect in an investigation by Illinois under the Abused and Neglected Child Reporting Act [325 ILCS 5] or by another state under that state's laws for at least the previous five years;
 - 5) be in compliance with pertinent laws, rules, and government directives regarding the delivery of services for which they seek credentialing.
- d) Applicants for a credential shall consent to a background check as set forth in 89 Ill. Adm. Code 385.30(c) through the Illinois Department of Children and Family Services, consisting of review of CANTS/SACWIS, Illinois Sex Offender Registry and criminal history.
- e) **Temporary Credential**
An individual who is not currently credentialed and has submitted an application to the Department's credentialing office, including an acceptable plan for ongoing professional development as required in subsection (k)(2), and has met the pertinent requirements provided in Appendix C, as well as documentation of

completion of early intervention systems training as defined in subsection (f) and other requirements in this Part, will be issued a temporary credential and may provide EI services.

- f) Early Intervention Systems Training
 - 1) In order to qualify for a credential, an individual must document the completion of early intervention systems training as required and provided by the Department. Parent Liaisons and Service Coordinators must complete this training within 90 days after the receipt of the temporary credential for such service. This training shall include at least:
 - A) Practice and procedures of private insurance;
 - B) The role of the regional intake entities, service coordination, program eligibility determinations, family fees, All Kids, and the Division of Specialized Care for Children (DSCC) applications, referrals, and coordination with Early Intervention, and procedural safeguards;
 - C) Introduction to the Early Intervention Program, including provider enrollment and credentialing, overview of Early Intervention Program policies and regulations, and billing requirements; and
 - D) Evaluation and assessment of birth-to-three children, individualized family service plan development, monitoring and review, early intervention philosophy and best practices, and quality assurance.
 - 2) A temporary credential may be issued to a Parent Liaison or Service Coordinator, who shall document completion of training as required and approved by the Department, within 90 days after the receipt of the temporary credential for such service. This training shall include at least the early intervention systems training, set forth in subsections (f)(1)(A) through (D), as well as:
 - A) Use of the management information system;
 - B) Regional intake entity operating philosophies and procedures; and
 - C) Transition.
Extensions of up to 90 days may be granted upon written request setting forth facts concerning noncompliance with this requirement.

The Department's credentialing office will consider extreme hardship and other extenuating circumstances and determine if an extension should be granted on an individual basis.

g) Education

- 1) Individuals who hold a credential on July 1, 2007, other than individuals who hold a professional license in the State of Illinois, as set forth in Appendix C, as part of the first subsequent credential renewal application process, must provide documentation of the completion of educational experiences, as approved by the Department, that include at least two semester college hours or the equivalent (30 clock hours or continuing education unit (CEU) credit hours) in each of the following early intervention core knowledge content areas. Parent Liaisons are not required to provide this documentation.
 - A) The Development of Young Children: Typical and Atypical;
 - B) Working with Families of Young Children with Disabilities;
 - C) Intervention Strategies for Young Children with Special Needs; and
 - D) Assessment of Young Children with Special Needs.
- 2) To qualify for a temporary credential, developmental therapists must document completion of educational experiences, as approved by the Department, that include at least two semester college hours or the equivalent (30 clock hours or CEU credit hours) in each of the early intervention core knowledge content areas listed in subsection (g)(1). As of July 1, 2007, all other applicants for a temporary credential, other than individuals that hold a professional license in the State of Illinois, as set forth in Appendix C, shall document completion of these educational experiences within 18 months after issuance of a temporary credential. Extensions of up to six months may be allowed upon request in writing, received at least 30 days before the expiration of the credential, setting forth the facts concerning noncompliance with this requirement. The Department's credentialing office will consider hardship and other extenuating circumstances and determine if an extension should be granted on an individual basis.

h) Consultation Requirement Either Prior to or During Temporary Credential

- 1) In order to qualify for full credential, an individual must complete and document consultation while providing 240 hours of direct services, for which they are being credentialed, to children ages birth to three with special needs and their families, except that Developmental Therapists/Vision, Orientation and Mobility Developmental Therapists, and Developmental Therapists/Hearing need only document 120 hours. Documentation must show that the individual participated in consultation with an appropriately experienced individual of the same discipline/Early Intervention service group who has experience working with children ages birth to three with special needs and their families. The consultation shall be in compliance with the professional standards of the individual seeking the credential, as determined and documented by the consultant.
- 2) Individuals who do not meet the consultation requirement in subsection (h)(1) shall complete and document such experience within 18 months after issuance of their temporary credential. Extensions of up to six months may be granted upon written request, received at least 30 days before the expiration of the credential, setting forth the facts concerning noncompliance with this requirement. The Department's credentialing office will consider extreme hardship and other extenuating circumstances and determine if an extension should be granted on an individual basis.
 - i) **Full Credential**

Once an individual with a temporary credential has documented satisfactory completion of the requirements in subsections (g) and (h), as well as the ongoing professional development requirement in subsection (k)(2), he/she is eligible to be fully credentialed.
 - j) **Evaluation/Assessment Services**

Evaluation/assessment services for the purpose of determining initial eligibility, participating in the development of an initial comprehensive IFSP, and adding new types of services to existing IFSPs must be provided by a provider with a credential for Evaluation/Assessment as set forth in Appendix C in addition to an Early Intervention Specialist credential in the discipline required by the service being evaluated.
 - k) **Renewal of Credential**

Full credentials are valid for three years. 60 to 90 days before his/her credential expires, a provider shall submit a renewal application to the Department in a form required by the Department. To qualify for renewal, the provider must have met and provide documentation of the following continuing professional education and development activities, as well as documentation of maintenance of pertinent licensure/certification requirements and compliance with this Part. Failure to

receive a renewal notice from the Department shall not excuse the submission of a renewal application for one's credential.

- 1) Continuing Professional Education
During the three years that the full credential is valid, a credentialed provider shall receive a total of 30 hours of continuing professional education as approved by the Department . This training shall include two or more of the early intervention core knowledge content areas set forth in subsections (g)(1)(A) through (D). Extensions of up to three months may be granted upon written request, received at least 30 days before the expiration of the credential, setting forth the facts concerning noncompliance with this subsection (k)(1). The Department's credentialing office will consider extreme hardship and other extenuating circumstances and determine if an extension should be granted on an individual basis. The extension shall not extend the time within which the subsequent year's training requirements must be received.
- 2) Ongoing Professional Development
 - A) A credentialed provider (including temporary) shall participate in a system of ongoing professional development that includes a once a month non-billable meeting held either face-to-face or over the telephone with either an individual specialist-level credentialed provider or a group, of which at least one member is a specialist-level credentialed provider in order to facilitate best practices through case review. Each provider shall submit an ongoing professional development plan with his/her initial and renewal credential application in a format provided by the Department, and shall also report ongoing professional development activities when moving from temporary to a full credential status and upon credential renewal to the Department's credentialing office or upon request of the Department or its designee in a format provided by the Department. Documentation of ongoing professional development must demonstrate that a credentialed provider participated in ongoing professional development meetings in at least 75 percent of the months in his/her temporary or full credential period.
 - B) Service Coordinators and Parent Liaisons employed by regional intake entities shall participate in ongoing professional development experience as defined and implemented through a contractual agreement between the Department and the regional intake entity, instead of the requirement of this subsection (k)(2).

- l) **Restoration of Lapsed Credential**
A credential that has lapsed for one year or less may be restored upon application proving the receipt of 30 hours of continuing professional education, as continuing professional education is defined in subsection (k)(1), and documentation of ongoing professional development as defined in subsection (k)(2).
- m) **Enrollment**
Credentialed providers (including temporary) must enroll with the Department in order to bill and receive payment for early intervention services. Enrollment requires the payee entity to enter into a Service Provider Agreement with the Department that establishes the duties, expectations, and relationships between the Department and the Individual Provider or the Provider Agency. Providers shall submit an enrollment application packet at the same time they submit an application for a credential. Providers credentialed as an "associate", as defined in Appendix C, are not required to enroll, but shall be supervised by a specialist who is credentialed and enrolled in the same discipline, as set forth in Appendix D. The payee entity will bill for the services provided by the associate level provider under the name of the associate's supervisor. The payee entity, supervisor and associate will comply with all directives and policy and procedural changes. Failure to receive Department payments, directives and policy and procedural changes, due to failure to comply with this subsection, shall not excuse compliance with those directives and changes.
- n) **Change of Name or Address**
Credentialed providers shall notify the Department's credentialing office of any change of name or address within 30 days prior to billing under the new name and/or address, or 30 days after such change, whichever comes first. Correct information is required for a provider to receive payment for services.
- o) Providers shall also enroll with the Department of Healthcare and Family Services to become an All Kids provider, simultaneously with EI enrollment.
- p) An individual applying for or renewing enrollment shall state whether he or she is also enrolled as a DSCC provider.
- q) **Termination of Credential/Enrollment**
 - 1) Credentialing/enrollment, as set forth in this Section, is not a license. Rights of credential and enrollment are set forth in the Service Provider Agreement. In addition to the provisions of this subsection (q), the Department may exercise any rights it has under the Service Provider

Agreement to terminate the agreement.

- 2) The following shall result in immediate automatic termination of a provider's credential and enrollment:
 - A) Failure to comply with the requirements of subsection (g) and/or (h) within the time period or within a Department-granted extension not exceeding the maximum extension time allowed.
 - B) Failure to successfully enroll in, exclusion from or termination from participation in All Kids and/or other programs of federal or State agencies.
 - C) Lapse of credential/enrollment for over 1 year without complying with subsection (l) or failure to bill for services for more than 12 consecutive months.
 - D) Suspension or termination of the license and/or certification required for the service for which one is credentialed.
 - E) Failure to meet or maintain other credential and enrollment requirements set forth in this Section.
- 3) The following shall also result in termination of a provider's credential and enrollment:
 - A) Failure to comply with provisions of this Part, or with Early Intervention Service Provider Agreements, or with other laws and regulations relevant to the services for which there is a credential.
 - B) Unprofessional conduct.
 - C) Complaints the Department has determined are founded and significant.
 - D) Professional performance not consonant with recognized standard of care or adverse action of a professional society or other professional organization.
 - E) Lack of timely cooperation regarding the submission of and adequacy of reports, the development of appropriate goals and objectives and the development of multidisciplinary treatment plans.

Section 500.APPENDIX C Requirements for Professional and Associate Level Early Intervention (EI) Credentialing and Enrollment to Bill

Nothing in this Appendix C shall exempt any individual from compliance with any and all State licensing requirements and/or supervisory requirements pertinent to the individual's delivery of services.

EI SERVICE

QUALIFIED STAFF

Assistive Technology

Durable medical equipment and supplies; providers may enroll to bill. No credential required.

Audiology, Aural Rehabilitation/Other Related Services

Audiologists with a current license in the state where they provide services to Illinois children may enroll to bill. Audiologists are not required to obtain a credential. (Provider is automatically enrolled under assistive technology and aural rehabilitation categories.)

Speech/Language Pathologists with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Speech/Language Pathologist credential and enroll to bill for aural rehabilitation services. (Provider is automatically enrolled under aural rehabilitation and speech therapy categories.)

Individuals with a masters in speech-language pathology who are participating in a supervised professional experience and hold a temporary license in the state where they provide services to Illinois children may apply for an EI Associate: Speech/Language Pathologist in supervised professional experience credential. Associate services are billed under the enrolled supervisor's name.

Individuals with a current Special Education degree for Deaf and Hard of Hearing may apply for an EI Specialist: Developmental Therapist/Hearing credential and enroll to bill for aural rehabilitation services. May also provide Developmental Therapy Services. (Provider is automatically enrolled under aural rehabilitation category.)

Clinical Assessment, Counseling, and Other Therapeutic Services

Clinical Psychologists with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Clinical Psychologist credential

and enroll to bill.

Clinical Professional Counselors with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Clinical Professional Counselor credential and enroll to bill.

Marriage and Family Therapists with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Marriage and Family Therapist credential and enroll to bill.

Clinical Social Workers with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Clinical Social Worker credential and enroll to bill.

Behavior Analysts with current national certification as a Board Certified Behavior Analyst from the Behavior Analyst Certification Board may apply for an EI Specialist: Behavior Analyst credential and enroll to bill.

Unlicensed individuals employed by school districts as School Psychologists who will only be providing services through their school employment may apply for an EI Specialist: School Psychologist credential.

Graduate students in clinical psychology or clinical counseling who submit a letter from the graduate school verifying that they are providing psychological or clinical counseling services in a supervised internship setting in order to complete a comprehensive, culminating training experience prior to granting of a graduate degree in psychology may apply for an EI Associate: Psychology/Counseling Intern credential. Associate services are billed under the enrolled supervisor's name.

Developmental Therapy

Individuals with an EI Specialist Developmental Therapist credential on January 1, 2004 or who are applying for an EI Specialist Developmental Therapist credential prior to January 1, 2004 must have (1) a minimum of Teacher Endorsement in Early Childhood Education (ECE) or Special Education or bachelors degree in ECE, Early Childhood

Special Education, Special Education, or human service field with one year of experience working hands on with children birth to 3 with developmental disabilities (Persons with a degree in a human service field must submit proof of training on the use of a formal assessment tool that would allow the provider to perform global evaluations/assessments.); or (2) a current license in art, music, recreation, or other type of therapy, rehabilitative or habilitative in nature, in the state where they provide services to Illinois children may apply for credential renewal or, prior to January 1, 2004, may apply for an EI Specialist Developmental Therapist credential and enroll to bill.

Individuals who do not hold an EI Specialist Developmental Therapist credential on January 1, 2004 must have a bachelors degree or higher in Early Childhood Education, Early Childhood Special Education, Special Education, Special Education: Deaf/Hard of Hearing or Blind/Partially Sighted, Child Development/Family Studies, Early Intervention, Elementary Education, Developmental Psychology, or Social Work; or with a bachelors degree or higher and a full specialist credential in the Early Intervention program; or a current license in art, music, recreation, or other type of therapy, rehabilitative or habilitative in nature, in the state where they provide services to Illinois children; and can document the completion of educational experiences as approved by the Department that include at least 2 semester college hours or the equivalent (30 clock hours or CEU credit hours) in each of the following EI core knowledge content areas: the Development of Young Children; Typical and Atypical; Working with Families of Young Children with Disabilities; Intervention Strategies for Young Children with Special Needs; and Assessment of Young Children with Special Needs; and can submit proof of training on the use of a formal assessment tool that would allow the provider to perform global evaluations/assessments may apply for an EI Specialist: Developmental Therapist credential and enroll to bill.

An emergency waiver of educational requirements for developmental therapists may be applied for and must be accompanied by the recommendation of a regional intake entity manager documenting the need for developmental

therapy services in the service area. A bachelors degree or higher is required. If approved, the resulting temporary credential will be awarded for a maximum of 18 months. A training plan toward qualification for full credential status must be submitted with the emergency waiver application.

Individuals with a Special Education degree for Deaf and Hard of Hearing may apply for an EI Specialist: Developmental Therapist/Hearing credential and enroll to bill. They may also provide aural rehabilitation services based on their qualifications and experience. (Provider is automatically enrolled under aural rehabilitation category.)

Individuals with (1) a bachelors degree or higher in Orientation and Mobility or (2) a Special Education degree for Blind and Partially Seeing may apply for an EI Specialist: Developmental Therapist/Vision credential and enroll to bill. They may provide Developmental and/or Vision Therapy services related to visual functioning based on their qualifications and experience. (Provider is automatically enrolled under the vision category.)

Individuals with an associates degree in early childhood education or child development who have an EI Associate: Developmental Therapy Assistant temporary credential on July 1, 2003 may apply for full associate credential status if additional training requirements are met. No other new temporary or full associate credentials for Developmental Therapy Assistants will be issued. Individuals who have an associate credential will be allowed to submit an application to have their credential renewed no more than two times after July 1, 2003. Associate services are billed under the enrolled supervisor's name.

Evaluation/Assessment

Individuals with a current Early Intervention Specialist credential and who also meet all the following requirements may apply for an Evaluation/Assessment credential:

Documentation of a minimum of three years (full time equivalent) pediatric experience within the Early Intervention Specialist credentialed discipline is required with no less than 20% of that experience related to infants and toddlers between birth and three

years of age or the equivalent, with a minimum of one year (full time equivalent) pediatric experience within the Early Intervention Specialist credentialed discipline with no less than 60% of that experience related to infants and toddlers;

Documentation of a minimum of six months pediatric post degree supervision;

Demonstration of competency in using and interpreting a variety of approved assessment tools related to his/her discipline by participating in evaluator specific training;

Demonstration of past work as a member of a service team and agreement to work with the service coordinator, other evaluators, and the family as an effective team member;

Agreement to participate in IFSP meetings as specified in this Part;

Agreement to perform evaluation/assessments and present recommendations thereon, that are consistent with DHS early intervention philosophy and best practices, and to provide adequate justification for recommendations based thereon;

Agreement to participate in routine quality assurance and/or early intervention monitoring activities conducted by the Department or its Designee, or the U.S. Department of Education, Office of Special Education Programs;

Agreement to comply with all applicable federal and/or State laws, rules, regulations, policies, provider agreement and procedure and guidelines;

Documentation of attendance at
Evaluation/Assessment training as required and
provided by the Department.

The expiration date of an Evaluation/Assessment credential

will coincide with the Early Intervention Specialist discipline specific credential. Renewal of the Evaluation/Assessment credential is contingent on the successful renewal of the Early Intervention Specialist discipline specific credential.

Family Training and Support

Individuals with a high school diploma or equivalent who are the parent or guardian of a child with special needs and are employed by an entity such as an agency or hospital that provides early intervention services as a Parent Liaison may apply for an EI Parent Liaison credential and enroll to bill. Completion of Parent Liaison Training is required within 90 days after being issued a temporary credential for full credential status and continued enrollment.

Individuals who are bilingual or an interpreter for the deaf may enroll to bill as an interpreter. Upon application for enrollment, the bilingual applicant must identify the languages for which he/she is applying to interpret and/or translate and document completion of Early Intervention Systems Training as defined in Section 500.60(f) and Early Intervention approved training for bilingual interpreter/translators and oral and/or written language proficiency using approved testing procedures. By September 1, 2008, all enrolled bilingual interpreters must have documented completion of Early Intervention approved training for bilingual interpreters/translators and oral and/or written language proficiency using approved testing procedures to maintain enrollment. Interpreters for the deaf must meet the requirements set forth in 225 ILCS 442 and document completion of Early Intervention Systems Training as defined in Section 500.60(f).

Deaf adults who have been certified by Hearing and Vision Connections as a language mentor for the deaf may enroll to bill. Language mentors are not required to obtain a credential

Health Consultation

Physicians with a current license in the state where they provide services to Illinois children may enroll to bill. Physicians are not required to obtain a credential.

Medical Services (Diagnostic/Evaluation Purposes Only)

Physicians with a current license in the state where they provide services to Illinois children may enroll to bill. Physicians are not required to obtain a credential.

Individuals on the physician's service team should refer to the service area appropriate to their discipline for credentialing requirements.

Nursing

Registered Nurses with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Registered Nurse credential and enroll to bill. (Provider is automatically enrolled under nutrition category.)

Nutrition

Licensed Dietitian Nutritionists with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Dietitian credential and enroll to bill.

Registered Nurses with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Registered Nurse credential and enroll to bill.

Occupational Therapy

Occupational Therapists with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Occupational Therapist credential and enroll to bill.

Certified Occupational Therapy Assistants with a current license in the state where they provide services to Illinois children may apply for an EI Associate: Licensed Certified Occupational Therapy Assistant credential. Associate services are billed under the enrolled supervisor's name.

Physical Therapy

Physical Therapists with a current license in the state where they provide Part C EI service to Illinois children may apply for an EI Specialist: Licensed Physical Therapist credential and enroll to bill.

Physical Therapist Assistants with a current license in the state where they provide services to Illinois children may apply for an EI Associate: Licensed Physical Therapist Assistant credential. Associate services are billed under the enrolled supervisor's name.

Service Coordination

Individuals with an EI Service Coordination credential on January 1, 2003 and: (1) an EI Specialist credential of any type, (2) a bachelors degree or higher in human services, behavioral science, social science or health related field, (3) a current license as a Registered Nurse, (4) current employment as a service coordinator in a Family Case Management Agency, or (5) an associates degree in human services, education, behavioral science, social science, or health related field plus 2 years of experience working with children birth to 5 to provide intervention services or service coordination in a community agency serving children and families, may apply for renewal of their credential.

Individuals who do not hold an EI Service Coordination credential on January 1, 2003 and with a bachelors degree or higher in human services, behavioral science, social science or health related field or a current license as a Registered Nurse may apply for an EI Service Coordination Credential and enroll as an employee of a Child and Family Connections office. Additional training is required within 90 days after being issued a temporary credential for full credential status and continued enrollment.

Social Services

Social Workers with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Social Worker credential and enroll to bill.

Professional Counselors with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Professional Counselor credential and enroll to bill.

Unlicensed individuals employed by school districts as School Social Workers who will only be providing services through their school employment may apply for an EI Specialist: School Social Worker credential and enroll to bill.

Graduate students in social work who submit a letter from their graduate school verifying that they are providing social work services in a supervised internship setting in order to complete a comprehensive, culminating training experience

prior to granting of a graduate degree in social work may apply for an EI Associate: Social Work Intern credential. Associate services are billed under the enrolled supervisor's name.

Speech Therapy

Speech/Language Pathologists with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Speech/Language Pathologist credential and enroll to bill. (Provider is automatically enrolled under aural rehabilitation and speech therapy categories.)

Individuals with a masters in speech-language pathology who are participating in a supervised professional experience and hold a temporary license in the state where they provide services to Illinois children may apply for an EI Associate: Speech/Language Pathologist in supervised professional experience credential. Associate services are billed under the enrolled supervisor's name.

Speech/Language Pathology Assistants with a current license in the state where they provide services to Illinois children may apply for an EI Associate: Speech/Language Therapy Assistant credential. Associate services are billed under the enrolled supervisor's name.

Transportation

Individuals with an appropriate vehicle registration number, insurance and current driver's license may enroll to bill. Not required to obtain a credential.

Vision

Optometrists or Ophthalmologists with a current license in the state where they provide services to Illinois children may enroll to bill. Not required to obtain a credential.

Individuals with (1) a bachelors degree or higher in Orientation and Mobility or (2) a Special Education degree for Blind and Partially Seeing may apply for an EI Specialist: Developmental Therapist/Vision credential and enroll to bill. They may provide Developmental and/or Vision services related to visual functioning based on their qualification and experience.

(Source: Amended at 32 Ill. Reg. _____, effective _____)

Section 500.APPENDIX D Use of Associate Level Providers

Nothing in this Appendix D shall exempt any individual from compliance with any and all State licensing requirements and/or supervisory requirements pertinent to the individual's delivery of services.

In order to enlist the widest pool of qualified service providers, the EI System will support the appropriate use of credentialed, non-enrolled associate level providers who function under the following guidelines and whose services are billed for by their credentialed, enrolled supervisor.

GUIDELINES

Each credentialed associate level provider shall be supervised by a specialist credentialed/enrolled in the same discipline. (Appendix C identifies the requirements for professional and associate level credentialing and enrollment.)

- 1) The credentialed/enrolled specialist shall:
 - a) evaluate/assess the child, develop the plan for intervention services required to accomplish Service Plan outcomes and submit evaluation/assessment report prior to Service Plan development/update/review;
 - b) instruct the associate level provider about the intervention services to be provided;
 - c) reassess the child as determined by the child's Service Plan and any licensure requirement for the enrolled specialist or associate level staff at least prior to each Service Plan update/review;
 - d) revise the intervention activities as needed;
 - e) approve all methods and materials selected to implement the intervention plan;
 - f) for each child to which an associate level provider provides intervention services, conduct direct supervision during client services at a minimum of once each month;
 - g) submit direct service report prior to each Service Plan update/review and more often if the child's progress/lack of progress warrants;
 - h) submit bills for services provided by the associate level provider;

- i) participate in Service Plan development/update/review; and
 - j) follow supervision requirements as set forth in his/her licensure or other certification standards.
- 2) The credentialed associate level provider shall:
- a) provide services only as instructed by the supervising specialist;
 - b) record all early intervention services provided;
 - c) report all changes in child's condition to the supervising specialist;
 - d) check authorization to make sure the associate is identified in the comment field as the provider of direct service under the supervisor; and
 - e) if the associate's name does not appear in the comment field of the authorization, contact the child's service coordinator to correct the oversight.
- 3) The credentialed associate level Speech/Language Pathologist in his/her supervised professional experience shall:
- a) provide services under the supervision of a specialist who is credentialed/enrolled in the same discipline;
 - b) provide services consistent with the Illinois Speech/Language Pathology and Audiology Practice Act that includes evaluation/assessment and service plan development; and
 - c) follow the guidelines as listed in (1) and (2), except the restriction in (1)(a) that does not allow the associate to provide evaluation/assessment or service plan development and (1)(f) that requires supervision during client services at a minimum of once each month.

NOTE: Supervisory time is non-billable time and is considered to be administrative time that is part of the rate paid.

(Source: Amended at 32 Ill. Reg. _____, effective _____)