



August 26, 2005

To: Early Intervention Applicants and Providers

Re: Credential Application Documentation Policy Change

Effective January 1, 2006 there will be a change in documentation materials required to apply for an Illinois EI Credential. **Providers submitting applications that include college/university transcripts will need to submit official transcripts** with the EI Credential Application.

Provider Connections has been accepting copies of transcripts, which included student copies and unofficial copies printed from the Internet. This change is being implemented due to difficulty in determining the degree and date conferred as well as the major field on unofficial transcripts. Often times student copies or Internet transcripts do not include complete information related to the above mentioned areas.

Because many of the initial credentialing requirements are education/degree based, it is necessary that Provider Connections verify degree type, content, and date conferred. The credentialing process is delayed when any of these elements are missing from the materials submitted.

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