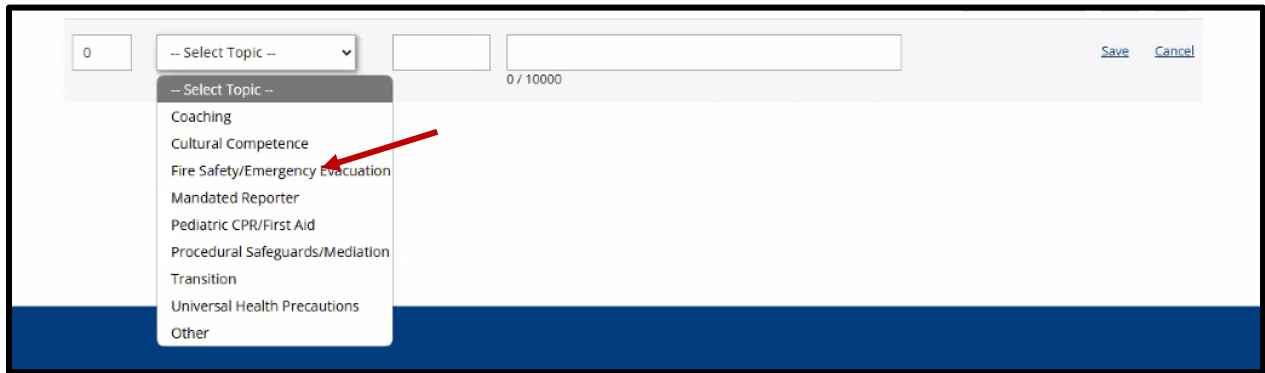


## Documenting Coaching Efforts on the Infant/Toddler Early Intervention Provider Registry

### Adding EI Training Hours Related to Coaching

1. Log into your existing account and navigate to the **EI Training** section through the left navigation. Click **Add Hours**.
2. Add the required information in the fields below for each training event. Make sure you select “Coaching” as the topic and click **Save**.



The screenshot shows a web form for adding training hours. At the top left, there is a text input field containing the number '0'. To its right is a dropdown menu with the placeholder text '-- Select Topic --'. A red arrow points to the 'Coaching' option in the dropdown list. Other options in the list include Cultural Competence, Fire Safety/Emergency Evacuation, Mandated Reporter, Pediatric CPR/First Aid, Procedural Safeguards/Mediation, Transition, Universal Health Precautions, and Other. To the right of the dropdown is another empty text input field. Below these fields is a character count '0 / 10000'. In the top right corner of the form, there are two buttons: 'Save' and 'Cancel'.

3. Upload the documentation of your attendance at the training event by clicking the **Documents** box.

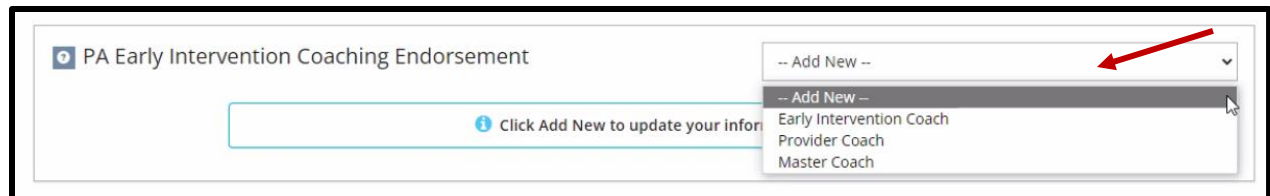
## How to Upload Your Certificate of Endorsement

If you have reached fidelity as an Early Intervention Coach, Provider Coach or Master Coach, you should upload your Certificates of Endorsement to the Early Intervention Provider Registry.

You'll know if you have reached fidelity when you receive an email with this certificate.



1. Log into your existing account and click on **View all Education** on the home screen.
2. Click on **Edit**
3. Scroll to the section titled "PA Early Intervention Coaching Endorsement".
4. Click **Add New** to add a Coaching Endorsement and select the type of Coaching Endorsement you have received.



5. Enter the Issue Date and the Expiration Date listed on the certificate.
6. Select the File Type- Transcript/Certificate (required), upload your certificate, and click **Save and Close**.