The Certificate of Competency renewals will need to meet the standards of continuing education requirements. The renewal document lists all employees who have been certified.

All staffs must comply with the following to qualify for renewal:

- Continuing education must be related to best practices, the MDE process and implementation of an IEP for children age three through five. **Workshops and health and safety trainings related to infant toddler requirements will not be sufficient on their own to warrant approval**.
- Continuing education workshops and trainings related to the preschool population must meet the minimum of 12 training hours for approval. These can be workshop, classroom, continuing professional or higher education hours. College or university coursework must be documented with a transcript of recent educational experience.
- Each agency director must submit official documentation of attendance at relevant workshops, conferences, and trainings for all staffs with a current Certificate of Competency. Documentation must include date, title of training(s), hours, and trainer. The agency director **MUST** initial the documentation for each staff person.

The renewal process begins in July with the mailing of the renewal notice each program year. There are many excellent workshops, trainings, and conferences offered by the Early Intervention Technical Assistance Consultants throughout the year. A list of these trainings is available on the Pennsylvania Training and Technical Assistance Network (PaTTAN) website: www.pattan.net. The information on training and on-line training registration, which was recently implemented, has been included. Once trainings have been completed for the year, you may attach the training transcripts to the COC renewal for each staff member. If your staff has not yet had the opportunity to use this system, please submit documentation as requested above for approval.

**What Types of Training Hours are Offered by
Early Intervention Technical Assistance?**

EITA is now able to offer a variety of training hours for our workshops. Training hour options will allow you to easily identify workshops with content that meets your professional development needs. You may obtain multiple types of training hours for one workshop. For example, you may get Act 48 clock hours and ASHA CEUs for the same training. However, you may need to do different paperwork for each type of training hours.

<u>Act 48 – Clock Hours</u>
Who is it for: PA Educators who hold a certificate from the Department of Education?

Description: Beginning July 1, 2000 Act 48 of 1999 requires that all Pennsylvania Certified Educators complete the following every five years in order to keep their certification active:
- six college credits; or
- six credits of continuing professional education programs; or
- 180 clock hours of continuing professional education programs; or
- any combination of collegiate studies, continuing professional education programs, or learning experiences equivalent to 180 hours.

Early Intervention Certificate of Competency
Who is it for?: Licensed Private Provider staff responsible for implementation of existing IEPs and who have a Certificate of Competency from the Office of Child Development and Early Learning need continuing education hours for annual renewal of the certificate.

Description: Workshops that offer continuing education hours for the EI Certificate of Competency have content that has been approved by the Office of Child Development and Early Learning, Bureau of Early Intervention Services, as appropriate for the certificate. Topics will be related to best practices in preschool early intervention, the MDE process, and implementation of an IEP for children age three to five.

How to Use the PaTTAN On-line Training Registration System
(Check the PaTTAN On-Line Training Registration System for possible revisions not outlined here)

1. *What are the Benefits to PaTTAN's On-line Registration System?*

PaTTAN's On-Line Registration system will allow you the freedom to register for workshops at times that are most convenient for you, not just during business hours. You will also be able to find the training you need by searching course offerings by interest areas, date of training, location, and type of training (workshop, teleconference, self-study, etc). Registering for workshops through the on-line system will allow you to maintain a transcript of all your training hours.

2. *What if I Don't Have Access To a Computer at Work?*

You don't need to register only at work! You can register at home; at your local library; anywhere there is a computer that has Internet access. While PaTTAN is hoping that participants take advantage of on-line registration, you will still be able to register for workshops by mail or fax.

3. *How Does the On-Line Registration System Work?*

You can get to the on-line registration page from the PaTTAN (**www.pattan.net**) Web Pages. The registration page works like any Internet page – you click on highlighted text or buttons to find your way around the page. The on-line registration form will allow you to:
- Search for a course by category of training, date, location, and interest areas
- Check if a course is full or available
- View the type of training hours available for each workshop
- Complete an on-line registration form
- Receive immediate on-screen or email confirmation of your registration
- Keep a transcript of training hours

4. *How Can I Get a Transcript of All My Training Hours?*

When you register for the first time, you will be asked to identify a student ID and password. Your student ID will allow you to keep track of training hours taken through the PaTTAN system. The ID will also allow you to add outside training hours to your transcripts. For example, you can add information on your attendance at professional conferences or in-house staff training. The transcript feature will allow you to print out a detailed list of the training you have received, including the title of the workshop, date it occurred, and the number of training hours. If you need an official Act 48 transcript, please use the Pennsylvania Department of Education's website.