

Instructions for Applying for Early Intervention Specialist Continuing Professional Education Credits

What: Continuing professional education credits for Early Intervention Specialists. The information applies only to EIS continuing professional education or training and does not apply towards the application or approval of any other types of continuing education credits/units of professional disciplines who work for ECI.

Who: Any sponsor (organization, agency, institution or individual) planning an educational program or training event related to the provision of early intervention services may apply for approval. All sponsors who receive full or partial funding for their training (either directly from the ECI State Office or indirectly through ECI-funded programs) **must** apply.

When: The application must be submitted at least thirty-days (30) before the event/program date. There is no application fee.

Where: Applications and support materials can be mailed to:

ECI Continuing Professional Education Approval
Policy and Support
Early Childhood Intervention Services
1100 West 49th St., 4th Floor, MC3029
Austin, TX 78756

Applications and support materials can be faxed to (512) 776-4340 — Attention: ECI Policy and Support

Applications and support materials can also be emailed to: eci_ceu@hhsc.state.tx.us

Notification of Approval: When the training event/activity is approved, a letter of verification is sent to the sponsor as notification. (Sponsors are also notified if a program is not approved.) This letter will include: the number of approved contact hours, a continuing professional education identification number, a copy of the ECI-approved continuing professional education certificate (to be copied and distributed to participants), an ECI evaluation of training form (to be copied and completed by participants), and a master ECI roster of participants list.

Special Note: Any statement of the approved EIS continuing professional education contact hours, which is printed in publicity, program descriptions, and brochures, must read as follows:

*This program has been approved for _____ contact hours of EIS continuing professional education credit.
ECI approval of continuing professional education does not imply endorsement of course content, specific
products, or clinical procedures.*

Any statement of EIS continuing professional education contact hours applied for and not yet approved, which is printed in publicity, program descriptions, and brochures, must read as follows:

ECI approval of Continuing Professional Education for EISs is requested/pending

Approval of Multiple Training Events: If a sponsor is conducting the same training over a number of different dates or locations, they may apply for separate ECI approval numbers and certificates using an abbreviated process by providing the ECI approval number of the original training in the space provided for Educational Objectives.

Verification: ECI provides a master copy of the continuing professional education certificate to the event/activity sponsor, who is responsible for copying and presenting it to the participants and maintaining a roster of ECI attendees. The certificate, roster, evaluation form, and instructions are sent to the sponsor with the notification of approval letter. This information can be sent by mail, email, or fax. Please state your preference on the application.

Evaluation: Each EIS participant desiring continuing professional education credit for the activity/event must complete an "ECI Evaluation of Training" form. Evaluation forms are also provided with the notice of approval. The sponsor may use additional evaluation forms, if desired. The sponsor is responsible for collecting the ECI evaluation forms and returning them to the ECI State Office. Roster and evaluations should be sent within 3 weeks after the program/event to:

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Policy and Support
Early Childhood Intervention Services
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Austin, TX 78756

Questions: Questions regarding applications for EIS approval of continuing professional education credit as well as requests for applications should be directed to ECI Policy and Support at eci_ceu@hhsc.state.tx.us.