

EI Certification Guide for Supervisors

The following guide serves to support a supervisor through
EI Certification Renewal Process (not required)

Staff Name: _____ Renewal Date:

Six months before Renewal is due: _____ (date)

- Remind staff to complete professional development** and save documentation in a file
- Remind staff to do CIS-EI IPDP.** Date this is due to you: _____
- Begin observing work evidence**

✓	Item	Date Completed
	Formal Assessment using a state approved tool	
	Eligibility Form (within the One Plan)	
	Complete One Plan	
	Transition Plan	
	Case Notes	
	Supervisor's Review of Applicant's IPDP	

- Supervisory Review of Renewal Documents** Date completed:

1. IPDP, which includes self-reflection connected to the [DEC EI/ECSE Standards](#) and Professional Goals (to be reviewed with supervisor)
2. Professional Development Hours (supervisors sign off on PD that does not come with a training certificate)
3. Observation of Work Evidence (to be signed off by supervisor)

Notes:

Reminder! If you are supporting a person for their Initial Full, here is a suggested timeline:

Years 1 & 2: Remind staff about process & 10 hours of PD annually. Review I.P.D.P. with staff annually.

Year 3: Review at regular check-in meetings. Begin planning supervision of work evidence and I.P.D.P.

Reminder! If you are supporting a person for their Renewal, here is a suggested timeline:

Years 1-4: Remind staff about process & 10 hours of PD annually. Review I.P.D.P. with staff annually.

Year 5: Review at regular check-in meetings. Begin planning supervision of work evidence and I.P.D.P.