

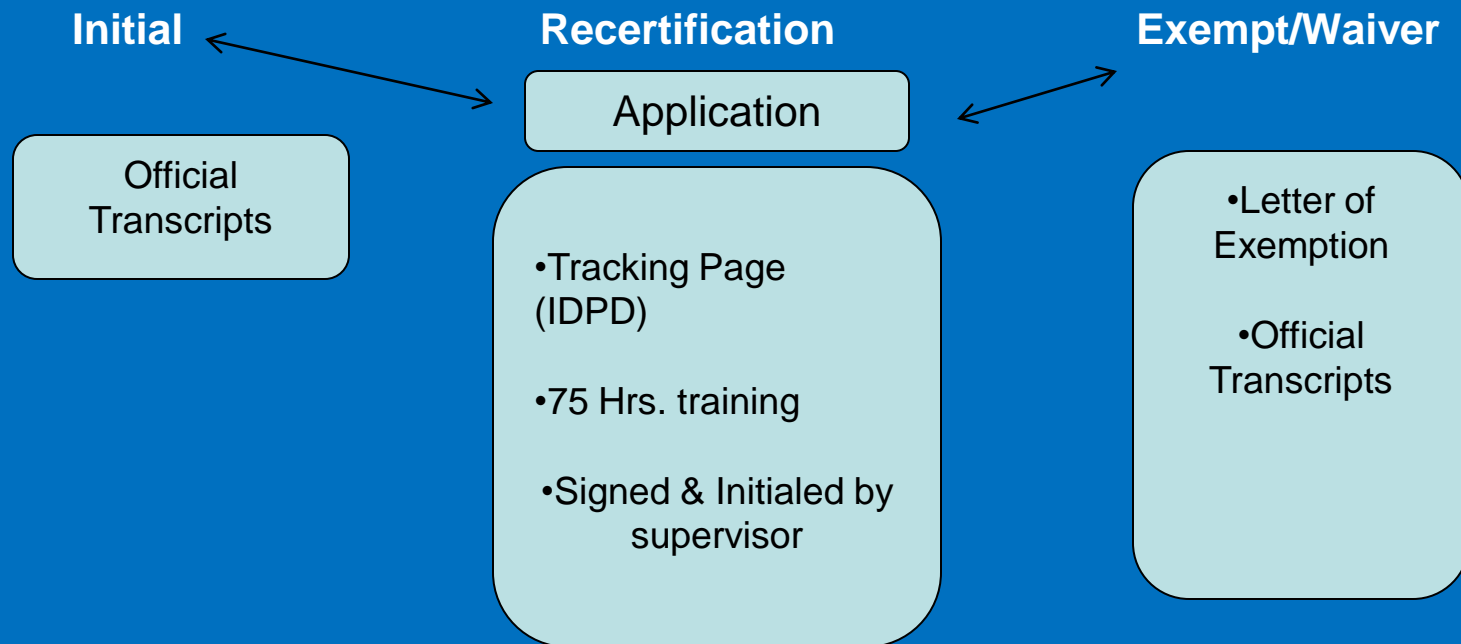


Family Infant Toddler Program
Annual Meeting
DS Certification Changes

DS Documentation Required



Prior to Submitting application you must enter staff into FIT-KIDS



DS Certification Process



Reminders:

- If you send partial information or faxed information the certification can not be processed. All paperwork must be received, before processing.
- We must receive all original transcripts unopened.
- We must have the name of the EI provider on the application.
- If the name of the person being certified has changed, we must know the name originally submitted for certification.
- FIT has 30 days from the receipt of all documentation to issue DS Certification.
- All DS Certificates will be dated the 1st day of the month the application was received.



Developmental Specialist (DS) Information



- **An Individualized Professional Development Plan (IPDP) is required for every DS and must be implemented and in place within three (3) months of hire.**
- **A new IPDP will be developed each year within the 3-year re-certification period.**
- **All DS require Supervision at least once a month.**
- **At a minimum, the DS and his or her supervisor will review the IPDP every 6 months.**

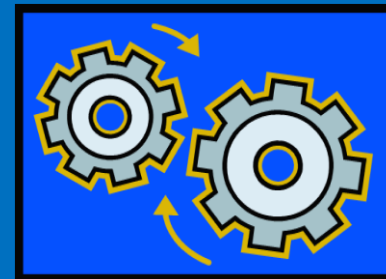


DS Certification Process (Initial)



Initial DS Certification is required:

- When entering the FIT system for the first time (within 30 days of hire)
- When moving up a level (e.g. from DS I Advanced to DS II, upon obtaining a Bachelor's degree in a listed field in section J of this policy)
- Re-entering the early intervention system after a lapse in completed hours, due to working outside the FIT system.



DS Re-Certification Process



DS Re-certification requires that:

- At least 75 contact hours must be documented within the 3-year re-certification period. Approximately twenty-five (25) contact hours should be documented each year.
- The activities in which the hours were earned must be identified on (IPDP).
- Certificates of completion/attendance need to be kept on file within the FIT agency for audit purposes.
- The Re-certification Tracking Page(s), along with required Re-certification Application shall be sent to the Family Infant Toddler Program prior to the end of the 3-year re-certification period.
- All course work, workshops, conferences, self-study, etc. must relate to the Family Infant Toddler competencies and identified on the IPDP and initialed by the supervisor



DS Certification Process (Exempt)



Circumstances requiring an exemption may include:

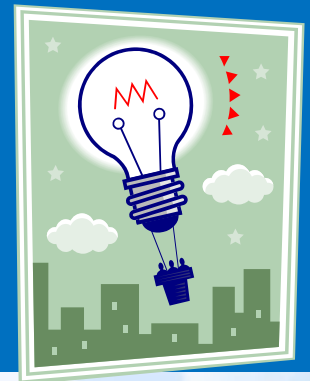
- a position that has been vacant for several months, despite documented efforts to hire qualified staff.
- repeated inability to keep a position filled for longer than one year.
- lack of qualified applicants.
- an applicant who is close to meeting the qualifications for the certification.
- an individual with a degree not listed in section J of this policy. **(please see example exemption letter for details)**

Note: An exemption does not supersede DS I-Basic, DS I-Advanced, DS II or DS III requirements and/or criteria. It is for the purpose of educating staff who are not familiar with Early childhood settings an opportunity to gain experience, knowledge and training.

Suspension



- Agencies cannot not bill for early intervention services delivered by individuals who do not meet the standards for a specific DS level or whose DS certification has expired.
- DS who have expired will be notified and suspended .
- Upon renewal of DS Certification, suspension status will be removed.



Approved Fields of Study



Elementary Education

Social Work

The following degree's will result in an exemption and will require the applicant to take FIT Core modules, the 45 hour Intro to Early Childhood Development and/or Early childhood college credit classes.

Sociology

Public Health

Human Service

Other Related Fields as determined by the Department of Health

For degree's in non related fields, where the applicant can demonstrate two years of experience in an early childhood setting, this will result in an exemption and will require the applicant to take FIT Core modules, the 45 hour Intro to Early Childhood Development and/or early childhood college credit classes.

Criminal justice

Business Admin Etc.

DS Applications & Forms



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Forms are available at our website

www.fitprogram.org

