

Application for a graduate program that has integrated the NYS DOH BEI Early Intervention Competency Areas into their curriculum.

Note: Incomplete applications will not be processed. To facilitate the process, please ensure that all information is submitted as requested.

Check that the graduate program is in one of the disciplines identified under [qualified personnel](#) in the Early Intervention regulations Section 69-4.1(a)(1-28) at [Title: Section 69-4.1 - Definitions | New York Codes, Rules and Regulations \(ny.gov\)](#).

Discipline(s):	
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Graduate Program Name

Graduate Program Name	
University Name	

Is your graduate program approved by the NYS Education Department or the NYSED Office of the Professions?

If yes, provide the date.	
If no, do not apply.	

Accreditation:

Is your school, department, or program accredited? Indicate what accreditation(s) your school, department or program currently has.

Name of the Early Intervention Graduate Program/Specialty/Track (if applicable)

Name of the EI graduate program (Specialty/Track/Certificate):	
Link to the university graduate program's webpage for the EI program:	

Graduate Program Contact Person(s)

Primary Contact Person Name	Cell Phone Number
Email Address:	Fax number:
Role/Title related to the graduate EI program:	Discipline/degree(s):

Secondary Contact Person Name (if applicable)	Cell Phone Number
Email Address:	Fax number:
Role/Title related to the graduate EI program:	Discipline/degree(s):

Fieldwork Contact Person Name (that oversees fieldwork placements with children 0 to 5)	Cell Phone Number
Email Address:	Fax number:
Role/Title related to the graduate EI program:	Discipline/degree(s):

Department Chair Name or Graduate Program Director	Cell Phone Number
Email Address:	Fax number:
Role/Title related to the graduate EI program:	Discipline/degree(s):

Graduate program address for the primary contact person:

Street Address:	
Program Name:	
Building Name:	
Floor:	

Office Number:	
City	
State	
Zip Code (9 digit) https://tools.usps.com/go/ZipLookup	

Provide a general description of how Early Intervention and the NYS DOH BEI competencies are integrated into your graduate program.

Specifically address whether the EI competency areas are covered in Early Intervention - dedicated courses or integrated within general graduate course work.

The number of hours per credit varies by academic institution. Submit documentation for the College/University (registrar's office or other equivalent) as to the number of hours associated with each credit in your college. (e.g., 1 credit = 15 hours, 3 credits = 45 hours educational hours).

How many hours is one credit in your college?	
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In the next section, the program may complete 10A or 10B or both depending on the structure of the program or combination of programs (e.g., inter-disciplinary programs) that include the NYS DOH BEI competency areas into graduate program course work.

Per course, document the number of credits per course, the associated hours per course, and the total number of credits and hours for the list of Early Intervention-dedicated courses (question 10A), OR/AND per course, document the number of credits per course, the associated hours per course, and the total number of credits and hours for the list of general graduate courses. (question 10B) AND list the fieldwork placement courses, associated credits per course, total number of fieldwork hour completed, and the total number of credits and hours (question 10C).

Note: There is no minimum required number of Early Intervention courses that your program must have to apply as long as the coursework covers the competency areas. Please note that the same course may not be listed in both 10A and 10B. Courses will not be counted twice.

10A. List the Early Intervention-focused courses (e.g., Specialization in Early Intervention, advanced certificate in EI courses, etc.) that cover Early Intervention and the competency areas, the number of credits per course, the corresponding number of hours per EI course; the total number of credits; and the total number of hours:

Name of the Early Intervention-dedicated courses	Number of Credits/course	Number of hours/course
See FAQs for more information.		
TOTAL NUMBER OF CREDITS and HOURS:		

10C. List the fieldwork placement courses that primarily pertain to working with children in EI settings and/or with children birth to five with developmental delays and/or disabilities and their families/caregivers:

Name of the fieldwork placement courses with children in EI settings or with children birth to five with developmental delays and/or disabilities:	Number of Credits/course	Number of hours/course (including fieldwork)
TOTAL NUMBER OF CREDITS & HOURS		

11. Below describe how the fieldwork placement(s) relate directly to the Early Intervention coursework. Provide examples.

12. The next question pertains to the Early Intervention and competency areas content within the curriculum. Please refer to the [Competency Areas for the Delivery of Evidenced-Based Evaluations and Services in the New York State Early Intervention Program](#) webpage. Applicants should review the [Companion Document for the Competency Areas of Evidence-Based Evaluations and Services in the New York State Early Intervention Program](#).

For each of the courses, please indicate the corresponding letter(s) of the NYS DOH BEI competency areas and the related skills that each course covers:

Letter	Competency Area
A	Typical and atypical childhood development and behavior (birth to three) to support quality evaluations, on-going monitoring of progress, and the creation of developmentally appropriate, individualized strategies in partnership with parents and caregivers.
B	Multi-cultural and diversity factors related to engaging and working with EI families and performing linguistically appropriate quality evaluations and services.
C	Understanding the parent-child dyad and enhancing families' capacities to help their children through consistent and effective communication, coaching, coordination, and collaboration.
D	Understanding and use of evidence-based, family-centered best practices with families and caregivers via parent/caregiver collaboration, coaching and strengthening family capacities.
E	Reflective practice and reflective supervision to support self-reflection and on-going professional development.
F	Fieldwork or Clinical Placement in Early Intervention settings and/or with children birth to five with developmental delays and/or disabilities.

Complete the table below using the information in this table.

13. GRADUATE PROGRAM APPLICATION CHECKLIST:

- Verify that the graduate program is in one of the disciplines identified under [qualified personnel](#) in the Early Intervention regulations (Section 69-4.1(al)(1-28) at [Title: Section 69-4.1 - Definitions | New York Codes, Rules and Regulations \(ny.gov\)](#)).
- Submit the signed and notarized fully completed Application for the Graduate Program. Should be signed by the primary contact faculty member responsible for the curricula covering the EI competency areas, the graduate program director, or the chair of the program.
- Submit the general syllabus and list of required educational materials for each Early Intervention course in your program.
- Submit documentation for the College/University (registrar's office or other equivalent) as to the number of hours associated with each credit in your college.
- Submit a sample certificate or letter that the program will issue to each student that has completed the Early Intervention courses in your program.
If the graduate program is approved by NYS DOH Bureau of Early Intervention, the graduate shall submit this certificate/letter as part of the application to become an approved EI provider that may be used toward fieldwork hours. This certificate/letter shall include the following information to be counted towards the graduate student's 1,000-hour fieldwork requirement:
 - i. Student's name
 - ii. Names of the graduate program/specialty/track, EI program (if applicable), and university
 - iii. Logo for the college/university
 - iv. The list of the EI-dedicated courses and/or the general graduate courses that integrated EI content completed by the student.
 - v. The total fieldwork hours working with children across Early Intervention settings and/or with children birth to five with developmental delays and/or disabilities completed by the student.
 - vi. The total hours of EI-dedicated courses completed by the graduate or the total hours of graduate courses that integrated EI content completed by the student proportionate to the EI-content.
 - vii. The certificate or letter shall be signed by the chairperson and/or the primary contact person and may also include the secondary contact person and/or fieldwork contact person.

Any questions? Contact the *NYS DOH Bureau of Early Intervention's Provider Approval, Due Process, and Monitoring Unit* at provider@health.ny.gov

Note: Complete and sign the next page of this document and have it notarized.

NAME OF THE GRADUATE PROGRAM, THE EARLY INTERVENTION-SPECIFIC PROGRAM, AND THE UNIVERSITY

Graduate Program:	
EI-Specific Program:	
University:	

CERTIFICATION

I, the undersigned, hereby certify under penalty of perjury that I am duly authorized to subscribe and submit this application and required accompanying documents, and that the information contained herein and attached hereto is accurate, true and complete.

Signature _____ **Date**

Print or Type Name _____ **Title**

INDIVIDUAL ACKNOWLEDGMENT

STATE OF NEW YORK)
 COUNTY OF _____) SS.:
)

On this _____ day of _____, 20____, before me personally appeared _____
 _____ residing at _____
 Name Street, City, State, Zip

To me known and known by me to be the person who executed the foregoing instrument.

 Notary Stamp Notary Public