Continuing Professional Education Requirements for Early Intervention Specialists

What is considered Continuing Professional Education (CPE)?
CPE is any training that can enhance, improve or increase an Early Intervention Specialist’s (EIS) knowledge and skills in the area of early intervention. Examples of acceptable training include:

✓ Training in the areas of child development, family-centered practices, evidence-based practices, service coordination and general professional development related to staff person’s Individualized Professional Development Plan (IPDP).
✓ Research in early intervention topics to include changes in federal or state law, regulations, or practice requirements.
✓ Local agency in-services if the in-service is not required training and meets the definition of CPE as described above.
✓ Non face-to-face training options including viewing a videotape or webinar, or reading a book/article on a topic related to early childhood intervention and discussing/sharing information with a supervisor.
✓ Participating in an on-line training course that meets these requirements.

What is not considered CPE?
Required in-service training for ECI staff is not considered CPE. These trainings include:

✓ Information/prevention of infectious diseases, procedural safeguards for client confidentiality, universal precautions, CPR, and first aid that includes emergency care of seizures.
✓ Training offered within an employing agency that focuses only on agency issues.
✓ Any type of training someone needs to perform his/her job as an EIS (e.g. how to use a computer program necessary to complete the job).
✓ Training on the Family Cost Share System.

What is required for CPE?
EISs that have completed the EIS IPDP are required to complete ten hours of CPE per year, and three hours of ethics training every two years. Both are to be entered into the EIS Registry on or before the certificate anniversary date. An EIS goes on inactive status when the EIS fails to submit the required documentation by the designated deadline or when the EIS is no longer employed by a contractor. An EIS on inactive status may not perform activities requiring the EIS active status, including serving on the interdisciplinary team for evaluation/assessment and IFSP development/review, or providing Specialized Skills Training (SST).

If an EIS goes on inactive status and plans to return to active status, he/she must maintain documentation of the annual ten hours of CPE for every year he/she is on inactive status and three hours of ethics, with a maximum of 24 months before loss of status.

The EIS and the program supervisor should have an internal tickler system to ensure timelines are met. Both are able to check action due dates in the EIS Registry.

Where can I obtain training hours?
The ECI State Office offers many avenues to obtain CPE. Information regarding these training opportunities is posted on the ECI website as it becomes available at http://ecitraining.hhsc.state.tx.us. The ECI State Office also approves EIS CPE for training offered by outside sources. These trainings are also posted on the training page under Upcoming Events. EISs may use trainings that do not have an approval number from the ECI State Office towards their annual CPE requirement if his/her Supervisor personally approves the training.

Organizations that may offer appropriate training for EIS CPE include:

✓ Local universities or community colleges (credit and non-credit or “continuing education” courses)
✓ Nonprofit organizations in your community (social service agencies and/or agencies that offer “parenting classes”)

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Hospitals (look under “wellness classes”, “parenting classes”, or continuing education for nurses or medical social workers)

Child Care Licensing Agency (might have a list of continuing education opportunities for child care and early childhood education staff)

Regional Education Service Centers (ESC) or Independent School Districts (ISD) (look under continuing education for early childhood and/or special education teachers)

Local Head Start and Early Head Start programs

PT, OT, LSW or SLP conferences

NAEYC or TAEYC conferences

How do I compute hours for non-ECI approved events?
Designate how long each training lasted by recording the number of contact hours. If this is an ECI-approved training, the number of contact hours will be listed on the certificate. If the training is not an ECI approved event, calculate the number of contact hours by subtracting non-instructional time (the times for travel to and from the training and for breaks and meals) from the total length of the training day.

EXAMPLE:
Oral Motor Workshop: 8:30 a.m. to 4:30 p.m.
Total length: 8 hours
Minus: two (2) 15 minute breaks and 1 hour lunch
Contact Hours = 6.5 hours

How do I submit the Continuing Professional Education hours?
Continuing Professional Education hours are entered in the EIS Registry. *Trainings will be reviewed and approved by the State Office on or around the certificate due date.

If you have any questions regarding Continuing Professional Education for EISs please contact the EIS Credentialing Specialist at eci.eisregistry@hhsc.state.tx.us.