

EI/ILP
Roles and Responsibilities

SEED Level 7

Developmental Associate I

Credentials of the Developmental Associate I :

Current CDA or current PAT credential AND has completed the Part C Credential within the first six months of employment.

May perform the following job duties:

1. Manage data base and data entry responsibilities
2. Responsible to facilitate and plan play groups
3. Assist in team meetings
4. Office responsibilities
5. Responsible for conducting referral and intake
6. Vision, hearing and developmental screenings associated with Child Find

A Developmental Associate I cannot provide the following services to eligible infants, toddlers, and their families:

1. Support the ability of families and other primary caregivers to implement activities outlined in the IFSP
2. Participate in the IFSP meeting
3. Conduct a comprehensive multidisciplinary evaluation
4. Write the evaluation report
5. Develop the IFSP, including writing outcomes and strategies
6. Conduct an intervention home visit

Supervision of the Developmental Associate I :

A Developmental Associate I shall be supervised by a Developmental Specialist II, III or IV. Clinical/administrative supervision is required at least monthly for a total of at least one hour.

Re-certification of the Developmental Associate I:

1. Meet requirements for certification renewal
2. Send in renewal application with copy of renewed certification to the SEED registry

SEED Level 8

Developmental Associate II

Credentials of the Developmental Associate II:

Has an Associate's degree in related field AND has completed the Part C Credential within the first six months of employment.

May perform the following job duties:

1. Able to complete all job duties as listed for Level 7
2. Support the ability of families and other primary caregivers by helping gather and create materials to implement activities outlined in the IFSP; these activities will be designed by the Developmental Specialist II, III, or IV or another qualified team member
3. Participate in the IFSP meeting

A Developmental Associate II cannot provide the following services to eligible infants, toddlers, and their families:

1. Conduct a comprehensive multidisciplinary evaluation
2. Write the evaluation report
3. Develop the IFSP, including writing outcomes and strategies
4. Conduct a home visit without the presence of a DS II, DS III or DS IV or other qualified early intervention personnel; e.g. nurse, therapist

Supervision of the Developmental Associate II:

A Developmental Associate I shall be supervised by a Developmental Specialist II, III or IV. Clinical/administrative supervision is required at least monthly for a total of at least one hour.

Re-certification of the Developmental Associate II:

1. Completion of 25 hours per year of contact hours within a 3-year period in one or any combination of the following professional development options:
 - a. academic coursework
 - b. in-service training (up to 10 hours per year maximum, with approval of supervisor, can be counted for re-certification)
 - c. mentorship (up to 10 hours per year maximum, with approval of supervisor, can be counted for re-certification)
 - d. self-study (up to 10 hours per year maximum, with approval of supervisor, can be counted for re-certification)
 - e. formal reflective supervision (up to 5 hours per year maximum can be counted for re-certification)
 - f. includes other options as identified in the IPDP and must be approved by the supervisor.
2. Send in renewal application with copy of renewed certification to the SEED registry

SEED Level 9

Developmental Specialist I

Initial Certification of the Developmental Specialist I:

Has a Bachelor's degree in related field w/o certification or licensure OR an Associate's degree in related field with licensure, meet standards of qualification according to their discipline, AND has completed the Part C Credential within the first six months of employment.

May perform the following job duties:

1. Provide direct services with prior consultation of a DS II, III or IV
2. Assist the family in the identification of their concerns, priorities, and resources utilizing a format and questions designed by the Developmental Specialist II, III or IV
3. Assist in the development of the Individualized Family Service Plan
4. Assist in the comprehensive developmental evaluation
5. Support families and/or other primary caregivers to implement activities outlined in the IFSP

A Developmental Specialist I cannot provide the following services to eligible infants, toddlers, and their families:

1. Score or interpret evaluation results and cannot represent a discipline as a part of multi-disciplinary team
2. Author evaluation report
3. Develop IFSPs including outcomes, goals, and strategies

Supervision of the Developmental Specialist I:

In addition to ongoing informal and group reflective meetings, one hour of formal individual clinical/administrative supervision is required at least monthly for a total of at least one hour.

Re-certification of the Developmental Specialist I:

1. Meet requirements for licensure or certification renewal
2. Those that don't have a certificate or licensure requirement must complete 25 hours contact hours within a 3-year period in one or any combination of the following professional development options:
 - a. academic coursework
 - b. in-service training (up to 10 hours per year maximum, with approval of supervisor, can be counted for re-certification)
 - c. mentorship (up to 10 hours per year maximum, with approval of supervisor, can be counted for re-certification)
 - d. self-study (up to 10 hours per year maximum, with approval of supervisor, can be counted for re-certification)
 - e. formal reflective supervision according to AKAIMH requirements (up to 5 hours per year maximum can be counted for re-certification)
 - f. includes other options as identified in the IPDP and must be approved by the supervisor
3. Send in renewal application with copy of renewed certification to the SEED registry

Adapted with permission from New Mexico's Family Infant Toddler Program (FIT)

SEED Level 10

Developmental Specialist II

Initial Certification of the Developmental Specialist II:

Has a Bachelor's degree in related field with current certification or licensure OR a Master's degree in related field w/o certification/licensure, meet standards of qualification according to their discipline, AND has completed the Part C Credential within the first six months of employment.

May perform the following job duties:

1. Provide direct service to eligible children and their families based on an IFSP;
2. Conduct and/or participate in screening, assessment and comprehensive multidisciplinary evaluations with appropriate academic and in-service training in instruments and methodologies
3. Supervise other early intervention staff, as appropriate
4. Develop IFSPs including outcomes, goals, and strategies

Supervision of the Developmental Specialist II:

In addition to ongoing informal and group reflective meetings, one hour of formal individual clinical/administrative supervision is required at least monthly for a total of at least one hour.

Re-certification of the Developmental Specialist II:

1. Meet requirements for licensure or certification renewal
2. Those that don't have a certificate or licensure requirement must complete 25 hours contact hours within a 3-year period in one or any combination of the following professional development options:
 - a. academic coursework
 - b. in-service training (up to 10 hours per year maximum, with approval of supervisor, can be counted for re-certification)
 - c. mentorship (up to 10 hours per year maximum, with approval of supervisor, can be counted for re-certification)
 - d. self-study (up to 10 hours per year maximum, with approval of supervisor, can be counted for re-certification)
 - e. formal reflective supervision according to AKAIMH requirements (up to 5 hours per year maximum can be counted for re-certification)
 - f. includes other options as identified in the IPDP and must be approved by the supervisor
3. Send in renewal application with copy of renewed certification to the SEED registry

SEED Levels 11 & 12

Developmental Specialist III & IV

Initial Certification of the Developmental Specialist III & IV:

Has a Master's degree in a related field with current certification/licensure OR a PhD in related field with current certification/licensure (as required, meet standards of qualification according to their discipline, AND has completed the Part C Credential within the first six months of employment.

May perform the following job duties:

1. Provide direct service to eligible children and their families based on an IFSP
2. Conduct and/or participate in screening, assessment and comprehensive multidisciplinary evaluations with appropriate academic and in-service training in instruments and methodologies used
3. Supervise other early intervention staff, as appropriate
4. Develop IFSPs including outcomes, goals, and strategies

Supervision of the Developmental Specialist III & IV:

In addition to ongoing informal and group reflective meetings, one hour of formal individual clinical/administrative supervision is required at least monthly for a total of at least one hour.

Re-certification of the Developmental Specialist III & IV:

1. Meet requirements for licensure or certification renewal
2. Those that don't have a certificate or licensure requirement must complete 25 hours contact hours within a 3-year period in one or any combination of the following professional development options:
 - a. academic coursework
 - b. in-service training (up to 10 hours per year maximum, with approval of supervisor, can be counted for re-certification)
 - c. mentorship (up to 10 hours per year maximum, with approval of supervisor, can be counted for re-certification)
 - d. self-study (up to 10 hours per year maximum, with approval of supervisor, can be counted for re-certification)
 - e. formal reflective supervision according to AKAIMH requirements (up to 5 hours per year maximum can be counted for re-certification)
 - f. includes other options as identified in the IPDP and must be approved by the supervisor
3. Send in renewal application with copy of renewed certification to the SEED registry