

**TO:** EI/ILP Providers

**FROM:** State ILP Training Coordinator (CSPD Director)

**SUBJECT:** Professional Development SEED Registry Procedures

The purpose of this document is to describe the professional development registry process for Early Intervention/ Infant Learning providers in Alaska.

Alaska EI/ILP grant conditions require all EI/ILP employees who work part time or more (*part time: 20 hrs or more a week or 1040 hrs over the course of a year*) to enroll in the Systems for Early Education and Development (SEED) professional development training registry within 30 days of hire. To access the SEED registry go to <https://akportal.naccraware.net/alaska/home.action>. Individuals will be issued an on-line id and password which will allow users to access the following.

- Copies of unofficial undergraduate and graduate level transcripts, licenses, teaching certificates (*official copies are not necessary as long as they have date of completion/ graduation and are legible*). These can be submitted electronically and providers can access them at their convenience.
- Ability to print SEED certificate as needed.
- Make updates to professional development status and record trainings as needed

Providers are responsible for updating the SEED registry with current copies of professional licenses and/ or teaching certificates. After an individual has completed their on-line SEED registration, a provisional certificate will be issued within 4 weeks.

### **On-line registration (Guidance)**

#### **Professional Licenses**

- Degrees where a professional licensure is needed to practice in the state please complete this tab (Ex: OT, PT, SLP, SW, Etc)
- upload a copy of the license under attachments

#### **Credentials**

- The Part C Credential is listed under this page under type.
- Institution: State of Alaska Infant Learning
- Expiration date: This should be the same as a teaching certificate or when professional licensure expires.

#### **Certificates**

- Teachers with teaching certificates indicate the type of teaching certificate you have.
- upload a copy of the license under attachments

#### **Credit based courses**

- CEU credits, if through an institute of higher education, or other college based courses are listed here. Individuals either have CEU or PD type of units. Some individuals may have ECE credits.
- Infant mental health certification should be indicated here

### Documented Training

- Conferences are listed here unless there were CEU or PD type of credits for the training in which case they should go under credit based courses.

### Technical Assistance

- Ex: Data base training

### Practitioner Certificate

- This is where SEED Certificate is located. When approved individuals may print the certificate at their convenience.

### **Moving from provisional to professional SEED status**

All EI/ILP employees are provisional, at the assigned SEED level, until the completion of the Part C Credential. After completion of the Credential SEED registry personnel will issue a new professional certificate.

### Provisional status related to Child Development Credits (Applies to individuals hired after February 2010):

- Individuals with a related masters or bachelors with appropriate certification or licensure but do not have the required 3 or 6 child development credits will remain provisional (even if they complete the Part C credential) until the child development credits are complete. (*Note: can be undergraduate or graduate level courses*). As long as the provider is actively pursuing completion of the credits they can perform the EI/ILP roles and responsibilities associated with their SEED level.
  - *Ex: If a licensed speech pathologist has no child development credits, they will remain a provisional SEED 11 until the 6 credits of child development are complete.*
- The provider may perform the responsibilities of a SEED 11 as long as a work plan is in place describing what, how and when the educational requirements will be met. (*Inquire with State ILP training coordinator for approved child development credits*).
- A work plan must be approved by the person's supervisor and the state ILP training coordinator within three months of hire.

### **Training Record Keeping**

1. Trainings completed prior to June, 2013 entered into the EI/ILP Database do not need to be re-entered into the SEED registry.
2. Trainings that take place after June, 2013 could be entered in the SEED registry (entering trainings is not a requirement. The registry can be used to consolidate all professional development activities for personal record keeping for use with future certificate or endorsement activities).

Please direct questions regarding placement on the SEED registry, roles and responsibilities , gaining access to the Part C Credential, or questions regarding university coursework to the EI/ILP state office at (907) 269-8442.

Please direct questions regarding access to on-line SEED registry to thread at (907) 265-3100.