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# SEED REGISTRY

## Early Intervention/Infant Learning Program SEED Levels

SEED Level 7	SEED Level 8	SEED Level 9	SEED Level 10	SEED Levels 11 & 12
<i>Developmental Associate I</i>	<i>Developmental Associate II</i>	<i>Developmental Specialist I</i>	<i>Developmental Specialist II</i>	<i>Developmental Specialist III and IV</i>
Current CDA, current PAT credential or 12 EC Credits  Completion of applicable sections of Part C Credential	Associate's degree in related field w/o licensure  Completion of applicable sections of Part C Credential	Bachelor's degree in related field w/o certification or licensure  Associate's degree in related field with licensure  Completion of Part C Credential	Bachelor's degree in related field with current certification/ licensure  Master's degree in a related field w/o certification or licensure  Completion of Part C Credential	III: Master's degree in a related field with current certification/licensure  IV: PhD in related field with current certification/licensure (as required)  Completion of Part C Credential

**Approved 1/08/2015**

- Grant an exception for people presently on SEED Levels at current levels to prevent regression on SEED Registry
- Associate Degree Related Fields Level 8: Early Childhood Care and Education, Early Childhood Development, Early Childhood Education, Early Childhood Special Education
- Associate Related Fields that require licensure Level 9: Speech Language Pathologist Assistant, Certified Occupational Therapy Assistant and Physical Therapy Assistant
- Developmental Specialist Related Fields Levels 9, 10, 11 & 12: audiology, early childhood special education; family therapy and counseling; nursing (including LPN, RN, midwife, health aide); orientation and mobility training; pediatric or other medical specialty; physical therapy; psychology; infant mental health; social work; special education(including teachers of children with hearing impairments, vision impairments or language disorders); speech and language pathology; language disorders; vision training; dietician; other related fields as determined by the State ILP office including nutrition, family studies, early childhood development and education

\*Early intervention provider agencies, may under certain circumstances request an exemption from the State Part C office, prior to hire, in order to hire staff who do not meet all the qualifications for the position they are applying for to work with an ILP program. The State Part C office shall review each request for exemption. If the exemption request is approved, the individual shall receive a certificate from the SEED Registry, at the Developmental Specialist level for which the exemption is granted. This certificate shall be valid for a period of no more than one (1) year and the certificate shall identify the certified Developmental Specialist as "exempt". Agencies can re-apply for an exemption for a maximum of 3-years for one individual. Exemptions do not transfer with the employee. Extension of the exemption beyond three (3) years will only be made in exceptional circumstances decided upon by the State Part C coordinator.

**EI/ILP  
Roles and Responsibilities**

**SEED Level 7**

*Developmental Associate I*

**Credentials of the Developmental Associate I :**

Current CDA, current PAT credential or 12 EC Credits 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

*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

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## 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

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

# Exemption Guidelines for SEED Registry

## 1. Reasons for Exemption:

a. Early Intervention/ Infant Learning Program (EI/ILP) provider agencies, may under certain circumstances request an exemption in order to hire staff who do not meet all the qualifications for the position for which they are applying with an EI/ILP.

b. Circumstances requiring an exemption may include:

- 1) A position that has been vacant for several months, despite **documented efforts to hire qualified staff.**
- 2) Repeated **inability to keep a position filled for longer than one year.**
- 3) A **lack of qualified applicants.**
- \*4) An applicant who **is close to meeting the qualifications** for a certification/licensure.
- 5) An individual with a degree not listed in the approved related fields of this policy.

\* An employee on an exemption may only practice within the scope allowed under their licensed practice. (Example: An SLP without a license would not be able to provide Speech Therapy, but could provide special instruction in language development and/or other developmental domains.)

## 2. Requesting an Exemption:

a. Requests for an exemption shall be made prior to hire. The agency shall submit a written request for an exemption to their TA at the EI/ILP State Office that includes the following:

- 1) Name of the individual(s) for whom the exemption is sought.
- 2) Details of the circumstances justifying the agency's request for the exemption to include a description of the program's efforts to recruit for the position.
- 3) The current pay schedule for the position as advertised.
- 4) The SEED Level for which the exemption is being sought.



- 5) The qualifications and experience of the individual that deems them a suitable candidate for exemption.
- 6) A copy of applicant's transcripts.
- 7) A completed SEED application and resume.

### **3. Approval or Denial of Exemption:**

- a. The State EI/ILP office shall review each request for exemption.
- b. If the exemption request is approved, the agency will receive written notification within 3 working days. It will detail the conditions under which the exemption is granted, including the requirements the individual must complete in order to meet the developmental level being sought.
- c. The individual shall receive a certificate at the SEED Level for which the exemption is granted and a copy will be sent to the SEED Registry. This certificate shall be valid for a period of no more than one (1) year and the certificate shall identify the SEED Level as "exempt".
- d. If the exemption request is denied, the agency will receive written notification stating the reasons for the denial within 3 days. The denial notification will also state the agency's rights to request a review.

### **4. Exemption Period:**

- a. Within 30 days of hire, an Exemption Training Plan (ETP) will be submitted for approval to the State ILP Training Coordinator. The (ETP) will include a timeline for current and planned courses that the individual will take to meet the requirements for the desired SEED Level as well as the amount and type of supervision that would be provided to the individual.
- b. The applicant will be required to complete the Part C Credential within 6 months of hire and an **Assessment** course as soon as one is available.
- c. The ETP will be reviewed at six months and one year by the supervisor, State ILP Training Coordinator and employee to check status of progress.
- d. Exemption requests shall be granted for a maximum of one (1) year at a time.

- e. Agencies can re-apply for an exemption for a maximum of 3-years for one individual. When granting the renewal of an exemption, the EI/ILP State Office will determine if the individual has successfully completed the required courses.
- f. If the individual takes a position with another EI/ILP agency, the exemption does not transfer with the employee.
- g. Extension of the exemption beyond three (3) years will only be made in exceptional circumstances decided upon by the State Part C coordinator.
- h. Upon receiving the required education level and certification/licensure the individual will need to submit a new SEED application as well as a copy of their transcripts and certification/licensure to the SEED Registry and contact the program TA at the EI/ILP State Office.

**Approved Fields Of Study:**

- Associate Degree Related Fields Level 8: Early Childhood Care and Education, Early Childhood Development, Early Childhood Education, Early Childhood Special Education
- Associate Related Fields that require licensure Level 9: Speech Language Pathologist Assistant, Certified Occupational Therapy Assistant and Physical Therapy Assistant
- Developmental Specialist Related Fields Levels 10, 11 & 12: audiology, early childhood special education; family therapy and counseling; nursing (including LPN, RN, midwife, health aide); orientation and mobility training; pediatric or other medical specialty; physical therapy; psychology; social work; special education(including teachers of children with hearing impairments, vision impairments or language disorders); speech and language pathology; language disorders; vision training; dietician; other related fields as determined by the State ILP office including nutrition, family studies, early childhood development and education
- On a case by case basis for degrees in non-related fields, where the applicant can demonstrate two years of experience in an early childhood setting, an agency can apply for an exemption. The applicant will be required to complete

the Part C Credential and an Assessment course. Some degree areas that may be considered include:

- Child and Family Studies
- Family Studies
- Communication and Language Disorders
- Elementary Education

**NOTE:** Agencies cannot bill for early intervention services delivered by individuals who do not yet meet the standards for a specific Developmental Specialist level or whose certification/licensure has expired.

## SEED Level Exemption Checklist for EI/ILP

**(Must be requested prior to hire of new employees)**

1.  Review the *Exemption Guidelines, Early Intervention/Infant Learning Program SEED Levels and EI/ILP Roles and Responsibilities*
2.  Coordinator composes letter requesting exemption which includes adequate justification (see State ILP sample letter and *Exemption Guidelines- pg 1*)
3.  Submit letter requesting the exemption along with the following documents to the Professional Development Coordinator and your TA:

<input type="checkbox"/> Resume and completed SEED application	<input type="checkbox"/> Completed Training Plan (can be submitted 30 days from approval if needed)
<input type="checkbox"/> Qualifications and experience (why a suitable candidate for exemption)	<input type="checkbox"/> Current pay schedule for position
<input type="checkbox"/> Transcripts	<input type="checkbox"/> Coordinator letter with request and justification

4.  State ILP office reviews application and issues a formal letter with determination to coordinator
5.  If approved, exemptions are one year in duration. Requests for renewal must be initiated by local ILP coordinator. It is recommended that you set a calendar reminder or flag the employee's anniversary to remember this requirement.
6.  If approved, the professional development coordinator will review the training plan with the supervisor and employee after 6 months.