

New York State Department of Health

**Announcing the Availability of *Introduction to Service Coordination* Training in a Live Online Course Format**

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Dear Colleague:

In response to stakeholder feedback received through the recent Early Intervention Program (EIP) Training Needs Assessment survey, the Department is pleased to announce the redelivery of the *Introduction to Service Coordination* course, as a series of live (real-time) online interactive classes in April, 2021. This live online class series will be facilitated by Rusty Kindlon of the New York State Early Intervention Program Online Professional Development Center (NYSEIPOPC) and will include up to 50 participants together in one “virtual classroom” on the WizIQ learning management platform.

This programmatic training course contains current and necessary information for service coordinators to assist them in performing the required service coordination activities in the EIP. By the end of this course, participants will be able to:

- Identify and describe the responsibilities of initial and ongoing service coordinators
- Apply regulatory requirements to their work as initial/ongoing service coordinators
- Accurately communicate information about the EIP to families

The target audience for this live online delivery of the *Introduction to Service Coordination* course, includes service coordinators and providers that are new to the early intervention field. **Only those providers who have not yet received a certificate of completion for this course, are eligible to participate.**

Please be aware that the *Introduction to Service Coordination* course is also currently available in an online self-paced format at <https://nyseiponlinepdcenter.wiziqxt.com/>. However, if you have already earned a certificate of completion for this course, you cannot retake it for credit.

Below is the schedule for the live online *Introduction to Service Coordination* class series:

<b>Day of the week</b>	<b>Date</b>	<b>Time</b>
Tuesday	April 13, 2021	10:00 am – 11:30 am
Wednesday	April 14, 2021	10:00 am – 11:30 am
Thursday	April 15, 2021	10:00 am – 12:30 pm

Friday

April 16, 2021

10:00 am – 11:30 am

### Certificates of Completion and Professional Development Hours

Those who enroll in the live online class series must participate in and complete **all four sessions** to be eligible for a certificate of completion for the course. If you miss any portion of the classes for any reason, you will need to enroll in and complete the self-paced version of the *Introduction to Service Coordination* course in its entirety.

After participating in all four live online class sessions, learners will also need to complete a post-course training evaluation survey. Once you have met these requirements, a certificate of completion will be emailed to you by [nyseipopdc@measinc.com](mailto:nyseipopdc@measinc.com) on behalf of the Bureau of Early Intervention. The certificate of completion will provide hours toward the 10-hour annual requirement for ongoing professional development, as stated in the New York State Department of Health Bureau of Early Intervention Provider Agreement. Completion of either the live or self-paced versions of the course will fulfill the requirement set forth in the New York State Department of Health Provider Agreement.

### Continuing Education Units (CEUs)

NYSEIPOPDC will issue CEUs, through the International Association for Continuing Education and Training (IACET).

### How to Register for the *Introduction to Service Coordination*, Live Online Class Series

If you are eligible and interested in enrolling in this live online class series, **please send an email to [nyseipopdc@measinc.com](mailto:nyseipopdc@measinc.com) as soon as possible**. In your email, be sure to include your full name, email address, and the course name (Introduction to Service Coordination).

If there is space available in the live online class and you have not already completed the course, you will receive an email from the NYSEIPOPDC confirming your registration and providing instructions for how to access the live online classes. If the class is full, you will be notified and put on a waiting list.

### Additional Training

For more information on the self-paced courses available through the NYSEIPOPDC, please visit <https://www.nyseipopdc.org/>.

If you have questions or need further information, please contact the Bureau of Early Intervention at [beipub@health.ny.gov](mailto:beipub@health.ny.gov) or call 518-473-7016.