



**SPECIAL INSTRUCTION WORKSHOP/MENTORSHIP**

**Application for Participation (AP) - FY2019 Session 4 - Monday, 5/6/19 - Sunday, 9/22/19**

In FY2018 exciting changes were made to the Special Instruction (SI) training and these continue into FY2019:

- New Name - Special Instruction Workshop/Mentorship
- New Partnership - Troy University
- New Curriculum - Addresses the US Department of Education – Office of Special Education Programs (OSEP) Child Outcome Indicators (COTs) more effectively
- New Textbook - Family-Centered Early Intervention: Supporting Infants and Toddlers in Natural Environments by Raver and Childress

This document provides details about enrollment. It should also be noted the 12/5/18 ICC-Approved AEIS Personnel Standards are reflected in this Application for Participation as well as in the SI Workshop/Mentorship. Please:

**Provide the following information about the person requesting enrollment Participant**

Name (please print clearly) \_\_\_\_\_

Email Address \_\_\_\_\_

**Provide the following information about Learning-Support Team members EI Program Director**

Name (please print clearly) \_\_\_\_\_

Email Address \_\_\_\_\_

**Supervisor**

Name (please print clearly) \_\_\_\_\_

Email Address \_\_\_\_\_

**SI Mentor**

Name (please print clearly) \_\_\_\_\_

Email Address \_\_\_\_\_

SI Workshop/Mentorship AP for FY19S4  
Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

- ☉ **Read every page of this document**
- ☉ **After reading each page, initial the page in the space provided (bottom of the page) to confirm you have read, understand, and will comply**
- ☉ **Complete designated sections**
- ☉ **Verify the AP you will submit is complete (refer to the Checklist on the last page)**
- ☉ **Contact Dr. Nowakowski (dnowakowski@troy.edu) if you have questions**
- ☉ **Copy your AP for your files**
- ☉ **Mail your completed AP to:**
  - Dr. Debi Nowakowski**
  - 1401 Doug Baker Blvd.**
  - Suite 107-217**
  - Birmingham, Alabama 35242**
- ☉ **PLEASE NOTE: The AP for this Session must arrive in the SI Workshop/Mentorship Office before 4:00pm (Central) Friday, 4/19/19 in order to be considered for participation in the FY2019 Session 4. If approved, you will be enrolled in the FY2019 Session 4. Late enrollment will not be accepted; therefore, APs received after this deadline will not be processed for the FY2019 Session 4 and will not be forwarded to the next Session.**

### WHO MUST PARTICIPATE

The Alabama Early Intervention System (AEIS) requires AEIS-Approved “Conditional Special Instructors” who are currently employed by an AEIS-Supported Early Intervention Program to provide Special Instruction (SI) services or currently employed by AEIS to provide SI services as an AEIS-Approved Special Instruction Vendor to participate and complete the Special Instruction (SI) Workshop/SI Mentorship within 1 year of initial employment with AEIS. (Note: The 1-year timeline does not restart upon employment with a different AEIS program.)

AEIS defines “Conditional Special Instructors” as individuals who:

- Want to provide SI services within AEIS but do not hold a degree in Early Childhood Special Education, Education for Hearing Impairment (in settings serving children with hearing impairments) or Education for Visual Impairment (in settings serving children with vision impairments)
- Meet the Alabama Early Intervention System Personnel Standards under one of the 17 deliverable services (excluding Transportation services)
- Have submitted the following documents to the AEIS State Office AND received approval to provide SI services as a “Conditional Special Instructor”
  - Completed and signed *Early Intervention Experience Form* documenting acceptable experience in working with very young children with disabilities, age birth to five, and their families. This document can be found in Appendix D of the *Personnel Standards for Alabama's Early Intervention System* (Approved by ICC 12/5/18).
  - Official Transcript which documents a Bachelor's and/or other degree (e.g., Master's, Doctoral degree) which meets AEIS Personnel Review Committee requirements for Special Instruction.

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Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

- Resume or vita with documentation of previous employment, educational experience, references, and any additional training related to service delivery for very young children, age birth to five, and their families.

The mailing address (USPS) in which to send these documents is:

AEIS State Office  
602 South Lawrence Street  
Montgomery, Alabama 36104

Note: An Application for Participation in the SI Workshop/Mentorship will not be processed if these documents are not on file in the AEIS State Office AND/OR approval as a “Conditional Special Instructor” has not been received.

It should also be noted that the **Supervision Requirements for Conditional Special Instructors**, found in the *Personnel Standards for Alabama's Early Intervention System* (Approved by ICC 12/5/18), **applies to all Conditional Special Instructors hired after 12/5/18**. The **Supervision Requirements for Conditional Special Instructors** states:

“Conditional Special Instructors” (those without a degree in Early Childhood Special Education, Teacher of the Visually Impaired or Teacher of the Hearing Impaired) are required to have the following experiences, in the order listed below, **prior to reaching the SI Mentorship component of the SI Workshop/Mentorship:**

1. A minimum of 10 visits observing a qualified special instructor\* and other disciplines before delivering SI services. Documentation of the observation will occur using the “Special Instructor Observation Learning Tool” (Appendix B) to be completed by the conditional SI and signed by the professional who is being observed. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)
2. Direct, onsite supervision (joint visits) by a qualified special instructor\* at a minimum of 2 times per month or more frequently as needed as determined by the supervising service provider. Supervisory visits will include observation of the conditional special instructor using the observation tool, “Key Indicators of Family-Guided Routines-Based Intervention” (Appendix C) to be completed by the supervising service provider. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

\*Qualified special instructor is defined as an approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as a special instructor and who adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a qualified special instructor as per the definition above, contact the state office as needed.)

If a Participant successfully completes the SI Workshop, but has not met this AEIS requirement, s/he will not be eligible to proceed from the SI Workshop to the SI Mentorship. At that point, the Participant will be dropped from the training and will be required to repeat it in its entirety.

Individuals who are currently employed to provide Special Instruction services in an AEIS-Supported Early Intervention Program or currently employed by AEIS to provide Special Instruction services as an AEIS-Approved Special Instruction Vendor and hold degrees in Early Childhood Special Education, Education for Hearing Impairment (in settings serving children

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with hearing impairments) or Education for Visual Impairment (in settings serving children with vision impairments) are excused from participation in the SI Workshop/Mentorship.

For individuals who do not hold a degree that meets AEIS Personnel Review Committee requirements for Special Instruction, you may qualify in the “Conditional Other” category. Please contact Jeri Jackson in the AEIS State Office at [Jeri.Jackson@rehab.alabama.gov](mailto:Jeri.Jackson@rehab.alabama.gov) to discuss the review process. If approved by the AEIS Personnel Review Committee, please submit written documentation of the approval with this AP. If such documentation does not accompany this AP, it will be filed as incomplete and will not be processed. Please do not submit an AP until you have received approval from the AEIS Personnel Review Committee.

❖ **Participant - Please select the employment category you are in, provide the date you received AEIS-approval to serve as a “Conditional Special Instructor”, and provide the name of the EI Program.**

- **\_\_\_\_\_ Approved by the AEIS State Office to provide Special Instruction services as a “Conditional Special Instructor” and currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place**

**Date of AEIS-Approval as a “Conditional Special Instructor” \_\_\_\_\_**

**Name of the EI Program \_\_\_\_\_**

- **\_\_\_\_\_ Approved by the AEIS State Office to provide Special Instruction services as a “Conditional Special Instructor” and currently an AEIS-Approved Vendor employed by the AEIS-Supported EI Program in which the SI Mentorship will take place**

**Date of AEIS-Approval as a “Conditional Special Instructor” \_\_\_\_\_**

**Name of the EI Program \_\_\_\_\_**

**Note: If a Vendor, written confirmation from the AEIS State Office of current Vendor status must accompany this AP. The AP cannot be processed without this documentation.**

❖ **Participant – Please provide your name as found on the following documents which you are required to submit to the AEIS State Office prior to requesting participation in the SI Workshop/Mentorship:**

- **Official Transcript \_\_\_\_\_**
- **Early Intervention Experience Form \_\_\_\_\_**

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- **Resume or Vita** \_\_\_\_\_

### **WHAT TO KNOW ABOUT PARTICIPATING**

Requirements and responsibilities are placed on the Participant and his/her Learning-Support Team. This section of the AP provides information about these requirements and responsibilities as well as information about the training. Please read this information thoroughly.

The SI Workshop/Mentorship is not a college-credit course. Instead, it is an AEIS-required workshop followed by a SI Mentorship. Additionally:

- Enrollment and participation in the SI Workshop/Mentorship is limited to those individuals described under the Who Must Participate section of this AP
- Enrollment and participation must be made with approval from and in coordination with the Learning-Support Team from the employing/vending AEIS-Supported EI Program
- The Learning-Support Team plays an important and key role
- Per the *Personnel Standards for Alabama's Early Intervention System* (Approved by ICC 12/5/18) all Conditional Special Instructors hired after 12/5/19 must complete the following:

“Conditional Special Instructors” (those without a degree in Early Childhood Special Education, Teacher of the Visually Impaired or Teacher of the Hearing Impaired) are required to have the following experiences, in the order listed below, **prior to reaching the SI Mentorship component of the SI Workshop/Mentorship:**

1. A minimum of 10 visits observing a qualified special instructor\* and other disciplines before delivering SI services. Documentation of the observation will occur using the “Special Instructor Observation Learning Tool” (Appendix B) to be completed by the conditional SI and signed by the professional who is being observed. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)
2. Direct, onsite supervision (joint visits) by a qualified special instructor\* at a minimum of 2 times per month or more frequently as needed as determined by the supervising service provider. Supervisory visits will include observation of the conditional special instructor using the observation tool, “Key Indicators of Family-Guided Routines-Based Intervention” (Appendix C) to be completed by the supervising service provider. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

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If a Participant successfully completes the SI Workshop, but has not met this AEIS requirement, s/he will not be eligible to proceed from the SI Workshop to the SI

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Mentorship. At that point, the Participant will be dropped from the training and will be required to repeat it in its entirety.

The SI Workshop/Mentorship is a 20-week program of study which is divided into 2 learning components:

SI Workshop (scans 12 weeks online)

SI Mentorship (scans 8 weeks on-site)

This training is designed to provide instruction that partially replicates the information presented in college/university programs of early childhood special education, but it is not the equivalent of a college degree nor a teaching certificate, does not lead to college-credit, and does not guarantee employment or vending in an AEIS-Supported EI program.

The SI Workshop/Mentorship must be completed within the designated time-period. Once an individual begins this training, s/he is expected to follow the schedule and complete the work within the specified timeframe. Individuals should not enroll in a Session unless they know they will be able to fully participate and successfully complete it during the given timeframe.

Extensions will not be given. Any work missed will result in repeating the SI Workshop/Mentorship in its entirety with a limit of 2 attempts.

Following is information about each learning component as well as the progression schedule of each learning component.

### **SI Workshop**

The SI Workshop takes place completely online. It is organized into 12 Modules with one week spent on each Module; and, the focus is on an intense study of the three US Department of Education - Office of Special Education Programs (OSEP) Child Outcome Indicators (COIs):

- positive social-emotional skills
- acquisition and use of knowledge and skills
- using appropriate behaviors to meet needs

And, these OSEP COIs are embedded in the study of:

- IFSP development and implementation
- Weaving intervention services into a family's established routines
- Empowering parents to successfully guide and support their child's development
- Conducting interventions that support motor, cognitive, social-emotional, communication, and adaptive skills
- Making the most of natural learning opportunities in natural environments
- Working in effective teams with professionals from diverse disciplines
- Meeting the specific needs of children with all disabilities and/or risk areas, including autism, sensory disabilities, and cognitive and/or motor disabilities

The progression of study in the FY2019 Session 4 SI Workshop is as follows:

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**Module 1: Foundations of Early Intervention Part 1**

**5/6/19 – 5/12/19**

- Early Education and Intervention for Children from Birth to Three

**Module 2: Foundations of Early Intervention Part 2**

**5/13/19 – 5/19/19**

- Collaboration and Teamwork with Families and Professionals

**Module 3: Supporting Families in Natural Environments Part 1**

**5/20/19 – 5/26/19**

- The Individualized Family Service Plan Process

**Module 4: Supporting Families in Natural Environments Part 2**

**6/1/19 – 6/2/19**

- Implementing Interventions in Everyday Routines, Activities, and Settings

**Module 5: Enhancing Infant and Toddler Development and Participation Part 1**

**6/3/19 – 6/9/19**

- Developing Positive Social-Emotional and Communication Skills

**Module 6: Enhancing Infant and Toddler Development and Participation Part 2**

**6/10/19 – 6/16/19**

- Acquisition and Use of Knowledge and Skills

**Module 7: Enhancing Infant and Toddler Development and Participation Part 3**

**6/17/19 – 6/23/19**

- Using Appropriate Behaviors to Meet Needs

**Module 8: Supporting Children with Diverse Abilities Part 1**

**6/24/19 – 6/30/19**

- Infants and Toddlers with Autism Spectrum Disorder

**Module 9: Supporting Children with Diverse Abilities Part 2**

**7/1/19 – 7/7/19**

- Infants and Toddlers with Sensory Disabilities (Vision Impairments)

**Module 10: Supporting Children with Diverse Abilities Part 3**

**7/8/19 – 7/14/19**

- Infants and Toddlers with Sensory Disabilities (Hearing Loss)

**Module 11: Supporting Children with Diverse Abilities Part 4**

**7/15/19 – 7/21/19**

- Infants and Toddlers with Cognitive and/or Motor Disabilities

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IMPORTANT Note: For Conditional Special Instructors hired after 12/5/18, documentation of the completion of the AEIS-required *Supervision Requirements for Conditional Special Instructors* due by the end of this week. If a Participant successfully completes the SI Workshop, but has not met this AEIS requirement, s/he will not be eligible to proceed from the SI Workshop to the SI Mentorship. At that point, the Participant will be dropped from the training and will be required to repeat it in its entirety.

**Module 12: Wrap-Up**  
**7/22/19 – FRIDAY, 7/26/19**

- Summative Activities and SI Mentorship Preparation

**Important Notes:**

- The SI Workshop is not a self-paced study. It is an intense online learning opportunity with weekly online learning activities and open-book quizzes with due dates.
- The SI Workshop requires 4-6 hours of work each week.
- The entire SI Workshop must be successfully completed during this 12-week time period (5/6/19 – 7/26/19).
- To achieve successfully completion of the SI Workshop, the final overall grade of at least 80% must be earned. A final overall grade less than 80% is not recognized as a successful completion of the SI Workshop. NOTE: Grades are not rounded upward; therefore, a grade of 79.9% is not a passing grade.

Additionally, per the *Personnel Standards for Alabama's Early Intervention System* (Approved by ICC 12/5/18) section titled *Supervision Requirements for Conditional Special Instructors*, Conditional Special Instructors hired after 12/5/18 must complete this Requirement:

“Conditional Special Instructors” (those without a degree in Early Childhood Special Education, Teacher of the Visually Impaired or Teacher of the Hearing Impaired) are required to have the following experiences, in the order listed below, **prior to reaching the SI Mentorship component of the SI Workshop/Mentorship:**

1. A minimum of 10 visits observing a qualified special instructor\* and other disciplines before delivering SI services. Documentation of the observation will occur using the “Special Instructor Observation Learning Tool” (Appendix B) to be completed by the conditional SI and signed by the professional who is being observed. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)
2. Direct, onsite supervision (joint visits) by a qualified special instructor\* at a minimum of 2 times per month or more frequently as needed as determined by the supervising service provider. Supervisory visits will include observation of the conditional special instructor using the observation tool, “Key Indicators of Family-Guided Routines-Based Intervention” (Appendix C) to be completed by the supervising service provider. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

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\*Qualified special instructor is defined as an approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as a special instructor and who adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a qualified special instructor as per the definition above, contact the state office as needed.)

If a Participant successfully completes the SI Workshop but has not met this AEIS requirement, s/he will not be eligible to proceed from the SI Workshop to the SI Mentorship. At that point, the Participant will be dropped from the training and will be required to repeat it in its entirety.

- If the SI Workshop is not successfully completed during this Session, the AEIS State Office, the Participant's Learning-Support Team will be notified; and, progression to the SI Mentorship will be denied. At that point the next Session of the SI Workshop will be made available for enrollment and repeat (repeat in its entirety regardless of how far the Participant progressed in the previous Session).
- Participants will have 2 attempts to successfully complete the SI Workshop. If after 2 attempts an individual does not successfully complete it, the AEIS State Office and the Participant's Learning-Support Team will be notified; and, s/he will not proceed to the SI Mentorship resulting in not being recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services within an AEIS-Supported program.

### **SI Mentorship**

The Participant will enter an 8-week SI Mentorship if s/he has successfully completed the SI Workshop (defined as earning a final grade of at least 80% noting grades less than 80%, such as 79.9%, are not a passing grade) AND, for Conditional Special instructors hired after 12/5/18, successfully completed the following AEIS requirement in the order listed:

1. Minimum of 10 visits observing a qualified special instructor\* and other disciplines before delivering SI services. Documentation of the observation will occur using the "Special Instructor Observation Learning Tool" (Appendix B in the *Personnel Standards for Alabama's Early Intervention System* Approved by ICC 12/5/18) to be completed by the "Conditional SI" and signed by the professional who is being observed. (NOTE: This tool is for learning purposes only and should not go in the child's record.)
2. Direct, onsite supervision (joint visits) by a qualified special instructor\* at a minimum of 2 times per month or more frequently as needed as determined by the supervising service provider. Supervisory visits will include observation of the conditional special instructor using the observation tool, "Key Indicators of Family-Guided Routines-Based Intervention" (Appendix C in the *Personnel Standards for Alabama's Early Intervention System* Approved by ICC 12/5/18) to be completed by the supervising service provider. (NOTE: This tool is for learning purposes only and should not go in the child's record.)

\*Qualified special instructor is defined as an approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as a special instructor and who adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a qualified special instructor as per the definition above, contact the state office as needed.)

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Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

If a Participant successfully completes the SI Workshop but has not met this AEIS requirement, s/he will not be eligible to proceed from the SI Workshop to the SI Mentorship. At that point, the Participant will be dropped from the training and will be required to repeat it in its entirety.

The SI Mentorship is an integral component of the SI training that provides Participants with the opportunity to demonstrate competency and mastery of SI knowledge and skills in their employing/vending Early Intervention (EI) setting. It is designed to couple with their EI employer's new employee orientation thus assist Participants in assuming the duties of a Special Instructor.

The SI Mentorship takes place completely within the AEIS-Supported EI Program in which the Participant is employed or vendors; and, all supervision, responsibility, and evaluation of the Participant is conducted by the Participant's Learning-Support Team. It is the responsibility of the Participant and his/her Learning-Support Team to arrange and complete this SI Mentorship within the designated 8-week period as well as to submit supporting documentation to the SI Workshop/Mentorship Office by the given deadline.

A Special Instruction Mentorship Evaluation Packet will be distributed to the Learning-Support Team upon the Participant's successful completion of the SI Workshop. Note: If a Participant successfully completes the SI Workshop but has not met the AEIS Supervision Requirements (as shown in the *Personnel Standards for Alabama's Early Intervention System* Approved by ICC 12/5/18 section titled Supervision Requirements for "Conditional" Special Instructors), s/he will not be eligible to proceed from the SI Workshop to the SI Mentorship. At that point, the Participant will be dropped from the training and will be required to repeat it in its entirety.

As stated earlier, the Learning-Support Team serves a very important and key role in the SI Mentorship. Following are the required Qualifications and Responsibilities for each member of the Learning-Support Team.

Please read the following information thoroughly and complete the designated sections.



### **SI Mentor Qualifications**

- Must hold a degree in Early Childhood Special Education with current certification or be recognized as a qualified Special Instructor by the AEIS State Office.
- Must meet the AEIS definition of a qualified special instructor:  
An approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as a special instructor and who adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a qualified special instructor as per the definition above, contact the state office as needed.)
- Must be available to oversee, evaluate, and provide meaningful feedback to the Participant.

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- Must be the current Supervisor of the Participant within the employing EI Program. If the SI Mentor is not the Supervisor, the SI Mentor and Supervisor are expected to work closely together during the SI Mentorship.
- Must be willing and available to serve in this capacity during the entire scheduled 8-week SI Mentorship.
- Must be comfortable with using evaluation instruments, standard observation techniques, feedback, and coaching strategies in an effort to assist the Participant in the development of their SI skills and knowledge.
- Must be currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place, currently employed by the AEIS State Office, or a current AEIS-Approved SI Vendor employed by the AEIS-Supported EI Program in which the SI Mentorship will take place.
  - Note: Approval to serve as the Participant’s SI Mentor must be granted at the time of applying for participation in the SI Workshop/Mentorship. If these qualifications are not met, the SI Mentor will not be approved to serve in this capacity in this SI Mentorship and the Participant will be denied participation in the SI Workshop/Mentorship.

**Responsibilities**

- By Module 11 (Week 11) of the SI Workshop the Participant who is a Conditional Special Instructor hired after 12/5/18 must be completed with the following and the SI Mentor must assist her/him in meeting this requirement:
  1. Minimum of 10 visits observing a qualified special instructor\* and other disciplines before delivering SI services. Documentation of the observation will occur using the “Special Instructor Observation Learning Tool” (Appendix B in the *Personnel Standards for Alabama's Early Intervention System* Approved by ICC 12/5/18) to be completed by the “Conditional SI” and signed by the professional who is being observed. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)
  2. Direct, onsite supervision (joint visits) by a qualified special instructor\* at a minimum of 2 times per month or more frequently as needed as determined by the supervising service provider. Supervisory visits will include observation of the conditional special instructor using the observation tool, “Key Indicators of Family-Guided Routines-Based Intervention” (Appendix C in the *Personnel Standards for Alabama's Early Intervention System* Approved by ICC 12/5/18) to be completed by the supervising service provider. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

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If a Participant successfully completes the SI Workshop but has not met this AEIS requirement, s/he will not be eligible to proceed from the SI Workshop to the SI

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Mentorship. At that point, the Participant will be dropped from the training and will be required to repeat it in its entirety.

- If at any point during this SI Workshop/Mentorship the Participant leaves the employment of the EI Program identified in this AP, the SI Mentor must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office. At that point, the Participant will be dropped from this training.
- If at any point during this SI Workshop/Mentorship the SI Mentor leaves the employment of the EI Program identified in this AP, the SI Mentor must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office. At that point, if a replacement SI Mentor is not identified by the Participant s/he will be dropped from this SI training.
- The SI Mentorship begins immediately following the Participant's successful completion of the SI Workshop and extends a designated 8-week period. During this time, the SI Mentor and Supervisor guide the Participant through the process of demonstrating effective SI skills. The SI Mentor is expected to work closely with the Supervisor.
- It is the responsibility of the Participant, SI Mentor and Supervisor to arrange and complete this SI Mentorship within the designated 8-week period as well as to submit supporting documentation to the SI Workshop/Mentorship Office by the given deadlines. The SI training is not complete, and the Participant will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services until the SI Workshop and SI Mentorship are successfully completed.
- Act as a resource person to the Participant by providing sources of information and by being available through phone or email contact, cooperatively deriving workable solutions if difficulties arise.
- Review and provide constructive feedback to the Participant on his/her assessment skills, development and delivery of SI services, behavior management skills, and progress note preparation.
- Set and communicate standards for team work, assessment, intervention planning and delivery, and progress note preparation.
- If possible, provide Participant with opportunities to observe infants/toddlers and Special Instructors in other settings within the EI Program.
- Explain the procedure of transition.
- Require the Participant to attend professional meetings, such as team meetings, IFSP meetings, and other program meetings.
- Assist the Participant in developing identified skill and knowledge deficiencies throughout the SI Mentorship experience.
- Provide frequent support and encouragement to the Participant.
- Read and comply with all sections in this AP.
- Prior to the start of the SI Mentorship, in coordination with the Supervisor, meet with the Participant and explain their roles, duties, and responsibilities as a Special Instructor in your EI Program (as found in your Program's Special Instructor Job Description) as well as any pertinent information about program policies and procedures.
- The SI Mentorship must take place during the designated 8-week period immediately following the successful completion of the SI Workshop. The Learning-Support Team

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Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

will be notified by the SI Workshop/Mentorship Office, via email, about the SI Workshop completion status of the Participant. If it has been successfully completed, a SI Mentorship Evaluation Packet will be emailed to the Learning-Support Team; and, it is their responsibility to promptly begin the SI Mentorship on the designated date and promptly end it 8 weeks later on the designated date as well as to submit required documentation to the SI Workshop/Mentorship Office by the given deadlines.

- If the SI Workshop has not been successfully completed, the Learning-Support Team and the AEIS State Office will be notified and the Participant must enroll in the next SI Workshop. The SI Mentor can be helpful by urging the Participant to complete the enrollment process for the next SI Workshop.
- In coordination with the Supervisor, the SI Mentor and Participant will have a designated 8 weeks, which immediate following the successful completion of the SI Workshop, to successfully complete the SI Mentorship.
- In coordination with the Supervisor, the SI Mentor is responsible for notifying the SI Workshop/Mentorship Office of the Participant's successfully completion or unsuccessfully completion of the SI Mentorship using forms in the SI Mentorship Evaluation Packet. If the SI Mentorship has been successfully completed, the SI Workshop/Mentorship Office will notify the AEIS State Office and the Participant will be listed as an approved Special Instructor who qualifies for billing of SI services. If the SI Mentorship has not been successfully completed, the SI Workshop/Mentorship Office will notify the AEIS State Office and the Participant will not be approved to deliver or bill for SI services in an AEIS-Supported program.
- In coordination with the Supervisor, during the designated 8-week SI Mentorship, the SI Mentor must complete 4 formal observations (at the end of Week 2, Week 4, Week 6, and Week 8). Following each observation, the SI Mentor should discuss the results of the observations with the Participant and keep records of these observations and meetings.
- If, during the SI Mentorship, the SI Mentor has any concerns regarding the Participant it is her/his responsibility to immediately inform the Supervisor and EI Program Director and work with them in following the AEIS guidelines and/or EI Program guidelines in addressing the problem/concern.
- If a Participant does not successfully complete the SI Mentorship within the designated 8-week period and/or presents performance problems, it is the SI Mentor's responsibility to inform the Supervisor and EI Program Director and either resolve the Participant's situation in compliance with AEIS guidelines and/or EI Program guidelines or develop a written Remediation Plan for the Participant as well as to notify the AEIS State Office and SI Workshop/Mentorship Office. If the Participant is given a Remediation Plan, the SI Mentor and Participant will have 8 weeks to successfully complete the Remediated SI Mentorship (which is classified as the second attempt). At the end of this 8-week Remediated SI Mentorship, it is the SI Mentor's responsibility to complete and submit the SI Mentorship Final Evaluation to the SI Workshop/Mentorship Office. If the Participant has successfully completed the Remediated SI Mentorship, his/her name will be given to the AEIS State Office by the SI Workshop/Mentorship Office and s/he will be listed as an approved Special Instructor who qualifies for billing of these services. If the Participant does not successfully complete the Remediated SI Mentorship, s/he will not

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Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

be approved to deliver or bill for SI in an AEIS-Supported program and will be listed as such.

- If a Participant successfully completes the SI Mentorship but his/her Learning-Support Team does not submit (via US Postal) the required Final Evaluation to the SI Workshop/Mentorship Office by the designated deadline, the Participant will not be approved by AEIS as an approved Special Instructor and will not qualify for billing of SI services.
- The SI Workshop/Mentorship Office will not contact the SI Mentor to obtain the required documentation. It is the responsibility of the SI Mentor to fully and accurately complete the required documentation and successfully submit it to the SI Workshop/Mentorship Office by the given deadlines. The SI Mentor will receive confirmation when a required document is received by the SI Workshop/Mentorship Office. If s/he does not receive this conformation within 3 days of sending it, it is the Supervisor's/SI Mentor's responsibility to contact the SI Workshop/Mentorship Office to inquire.

**Mentor**

After reading the SI Mentor Qualifications and Responsibilities please complete the following:

- I read and understand all sections of this AP and accept my responsibility to comply.
- I read and understand the SI Mentor Qualifications and Responsibilities, and accept my responsibility to comply.
- I understand that by Module 11 (Week 11) of the SI Workshop/Mentorship the Participant who is a Conditional Special Instructor hired after 12/5/18 must be completed with the following and I must assist her/him in meeting this requirement:

Per the *Personnel Standards for Alabama's Early Intervention System* (Approved by ICC 12/5/18):

“Conditional Special Instructors” (those without a degree in Early Childhood Special Education, Teacher of the Visually Impaired or Teacher of the Hearing Impaired) are required to have the following experiences, in the order listed below, **prior to reaching the SI Mentorship component of the SI Workshop/Mentorship:**

1. A minimum of 10 visits observing a qualified special instructor\* and other disciplines before delivering SI services. Documentation of the observation will occur using the “Special Instructor Observation Learning Tool” (Appendix B) to be completed by the conditional SI and signed by the professional who is being observed. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)
2. Direct, onsite supervision (joint visits) by a qualified special instructor\* at a minimum of 2 times per month or more frequently as needed as determined by the supervising service provider. Supervisory visits will include observation of the conditional special instructor using the observation tool, “Key Indicators of Family-Guided Routines-Based Intervention” (Appendix C) to be completed by the supervising service provider. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

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Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

\*Qualified special instructor is defined as an approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as a special instructor and who adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a qualified special instructor as per the definition above, contact the state office as needed.)

If the Participant successfully completes the SI Workshop, but has not met this AEIS requirement, s/he will not be eligible to proceed from the SI Workshop to the SI Mentorship. At that point, s/he will be dropped from the training and will be required to repeat it in its entirety.

- I am a recognized Special Instructor with the AEIS State Office and meet the AEIS definition of a “qualified special instructor”; therefore, I qualify to serve as SI Mentor for the Participant named in this AP.
- I understand AEIS/Troy University/SI Workshop/Mentorship Office do not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a SI Mentor.
- I understand that I must provide with this AP a copy of my Alabama Teacher’s Certification which confirms my certification in Early Childhood Special Education OR a copy of my Certificate of Completion in the AEIS SI Core Curriculum.
- I understand that I must confirm my current employment status with AEIS. If at any point during this SI Workshop/Mentorship I leave the employment of the EI Program identified in this AP, I must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office. At that point, if a replacement SI Mentor is not identified by the Participant s/he will be dropped from this SI training.
- I accept this role of SI Mentor and understand AEIS/Troy University/SI Workshop/Mentorship Office do not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a SI Mentor.
- I understand that if I do not meet the qualification to serve as a SI Mentor, I will not be approved to serve in this capacity and the Participant named in this AP will be denied participation in this SI Workshop/Mentorship.
- I understand that the Participant named in this AP is not recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services until s/he successfully completes the SI Workshop and the SI Mentorship, and I have submitted by the given deadlines the appropriate and required documentation to the SI Workshop/Mentorship Office.
- If I find performance problems with the Participant during the SI Mentorship, I accept the responsibility of immediately notifying my EI Program Director, AEIS State Office, and the SI Workshop/Mentorship Office.
- If at any point during this SI Workshop/Mentorship the Participant leaves the employment of the EI Program identified in this AP, I must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office. At that point, the Participant will be dropped from this training.
- I understand that once I begin serving as the SI Mentor for the Participant named in this AP I must complete it within the designated 8-week period and this 8-week period may

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Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

extend into an additional 8-week period if my Participant does not successfully complete the first attempt. If a second attempt is required, I accept the responsibility of developing a Remediated SI Mentorship and serving as SI Mentor in this Remediated SI Mentorship. If I find performance problems with the Participant during the SI Mentorship, I accept the responsibility associated with resolving this.

❖ **SI Mentor Signature**

❖ \_\_\_\_\_ **Date** \_\_\_\_\_

❖ **I am (select one)**

- \_\_\_\_\_ **Recognized by the AEIS State Office as a “qualified special instructor” and currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place**

**Name of the EI Program** \_\_\_\_\_

- \_\_\_\_\_ **Recognized by the AEIS State Office as a “qualified special instructor” and currently employed by the AEIS State Office**

**Name of the EI Program** \_\_\_\_\_

- \_\_\_\_\_ **Recognized by the AEIS State Office as a “qualified special instructor” and a current AEIS-Approved SI Vendor employed by the AEIS-Supported EI Program in which the SI Mentorship will take place**

**Name of the EI Program** \_\_\_\_\_

**Note: If a current Vendor, written confirmation of this status from the AEIS State Office must accompany this AP.**

❖ **SI Mentor must submit a copy of his/her Alabama Teacher’s Certification which confirms his/her current certification in Early Childhood Special Education OR a copy of his/her Certificate of Completion in the AEIS SI Core Curriculum. AP cannot be processed without this documentation.**

- **SI Mentor Name as on the ECSE Certification**

\_\_\_\_\_

**OR,**

- **SI Mentor Name as on the Certificate of Completion**

\_\_\_\_\_

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Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_





## Supervisor

### Qualifications

- Be available to oversee, evaluate, and provide meaningful feedback to the Participant.
- Must be the Supervisor of the Participant within the employing EI Program. If the Supervisor is not the SI Mentor, the Supervisor and SI Mentor are expected to work closely together during the SI Mentorship.
- Must be willing and available to serve in this capacity during the entire scheduled 8-week SI Mentorship.
- Must be comfortable with using evaluation instruments, standard observation techniques, feedback, and coaching strategies in an effort to assist the Participant in the development of their SI skills and knowledge.
- Must be currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place or currently employed by the AEIS State Office.

### Responsibilities

- By Module 11 (Week 11) of the SI Workshop the Participant who is a Conditional Special Instructor hired after 12/5/18 must be completed with the following and the Supervisor must assist her/him in meeting this requirement:
  1. Minimum of 10 visits observing a qualified special instructor\* and other disciplines before delivering SI services. Documentation of the observation will occur using the “Special Instructor Observation Learning Tool” (Appendix B in the *Personnel Standards for Alabama's Early Intervention System* Approved by ICC 12/5/18) to be completed by the “Conditional SI” and signed by the professional who is being observed. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)
  2. Direct, onsite supervision (joint visits) by a qualified special instructor\* at a minimum of 2 times per month or more frequently as needed as determined by the supervising service provider. Supervisory visits will include observation of the conditional special instructor using the observation tool, “Key Indicators of Family-Guided Routines-Based Intervention” (Appendix C in the *Personnel Standards for Alabama's Early Intervention System* Approved by ICC 12/5/18) to be completed by the supervising service provider. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

\*Qualified special instructor is defined as an approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as a special instructor and who adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a qualified special instructor as per the definition above, contact the state office as needed.)

If a Participant successfully completes the SI Workshop but has not met this AEIS requirement, s/he will not be eligible to proceed from the SI Workshop to the SI Mentorship. At that point, the Participant will be dropped from the training and will be required to repeat it in its entirety.

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Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

- The SI Mentorship begins immediately following the Participant’s successful completion of the SI Workshop and extends a designated 8-week period. During this time, the Supervisor and SI Mentor guide the Participant through the process of demonstrating effective SI skills. The Supervisor is expected to work closely with the SI Mentor and Participant in this process.
- It is the responsibility of the Supervisor, SI Mentor, and Participant to arrange and complete this SI Mentorship within the designated 8-week period as well as to submit supporting documentation to the SI Workshop/Mentorship Office by the given deadlines. The SI training is not complete, and the Participant will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services until the SI Workshop and SI Mentorship are successfully completed. The Supervisor is expected to work closely with the SI Mentor and Participant in this process.
- In coordination with the SI Mentor, act as a resource person to the Participant by providing sources of information and by being available through phone or email contact, cooperatively deriving workable solutions if difficulties arise.
- In coordination with the SI Mentor, review and provide constructive feedback to the Participant on his/her assessment skills, development and delivery of SI services, behavior management skills, and progress note preparation.
- In coordination with the SI Mentor, set and communicate standards for team work, assessment, intervention planning and delivery, and progress note preparation.
- In coordination with the SI Mentor, if possible, provide Participant with opportunities to observe infants/toddlers and Special Instructors in other settings within the EI Program.
- In coordination with the SI Mentor, explain the procedure of transition.
- In coordination with the SI Mentor, require the Participant to attend professional meetings, such as team meetings, IFSP meetings, and other program meetings.
- In coordination with the SI Mentor, assist the Participant in developing identified skill and knowledge deficiencies throughout the SI Mentorship experience.
- Provide frequent support and encouragement to the Participant.
- Read and comply with all sections in this AP.
- In coordination with the SI Mentor, prior to the start of the SI Mentorship, meet with the Participant and explain their roles, duties, and responsibilities as a Special Instructor in your EI Program (as found in your Program’s Special Instructor Job Description) as well as any pertinent information about program policies and procedures.
- The SI Mentorship must take place during the designated 8-week period immediately following the successful completion of the SI Workshop. The Learning-Support Team will be notified by the SI Workshop/Mentorship Office, via email, about the SI Workshop completion status of the Participant. If it has been successfully completed, a SI Mentorship Evaluation Packet will be emailed to the Learning-Support Team; and, it is their responsibility to promptly begin the SI Mentorship on the designated date and promptly end it 8 weeks later on the designated date as well as to submit required documentation to the SI Workshop/Mentorship Office by the given deadlines.
- If the SI Workshop has not been successfully completed, the Learning-Support Team and the AEIS State Office will be notified and the Participant must enroll in the next SI

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Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

Workshop. The SI Mentor can be helpful by urging the Participant to complete the enrollment process for the next SI Workshop.

- The Supervisor, SI Mentor and Participant will have a designated 8 weeks, which immediate following the successful completion of the SI Workshop, to successfully complete the SI Mentorship.
- The Supervisor and SI Mentor is responsible for notifying the SI Workshop/Mentorship Office of the Participant’s successfully completion or unsuccessfully completion of the SI Mentorship using forms in the SI Mentorship Evaluation Packet. If the SI Mentorship has been successfully completed, the SI Workshop/Mentorship Office will notify the AEIS State Office and the Participant will be listed as an approved Special Instructor who qualifies for billing of SI services. If the SI Mentorship has not been successfully completed, the SI Workshop/Mentorship Office will notify the AEIS State Office and the Participant will not be approved to deliver or bill for SI services in an AEIS-Supported program.
- During the designated 8-week SI Mentorship, the Supervisor and SI Mentor must complete 4 formal observations (at the end of Week 2, Week 4, Week 6, and Week 8). Following each observation, the SI Mentor should discuss the results of the observations with the Participant and keep records of these observations and meetings.
- If, during the SI Mentorship, the Supervisor has any concerns regarding the Participant it is her/his responsibility to immediately inform their EI Program Director and work with her/him in following the AEIS guidelines and/or EI Program guidelines in addressing the problem/concern.
- If a Participant does not successfully complete the SI Mentorship within the designated 8-week period and/or presents performance problems, it is the Supervisor’s and SI Mentor’s responsibility to inform the EI Program Director and either resolve the Participant’s situation in compliance with AEIS guidelines and/or EI Program guidelines or develop a written Remediation Plan for the Participant as well as to notify the AEIS State Office and SI Workshop/Mentorship Office. If the Participant is given a Remediation Plan, the Supervisor, SI Mentor and Participant will have 8 weeks to successfully complete the Remediated SI Mentorship (which is classified as the second attempt). At the end of this 8-week Remediated SI Mentorship, it is the Learning-Support Team’s responsibility to complete and submit the SI Mentorship Final Evaluation to the SI Workshop/Mentorship Office. If the Participant has successfully completed the Remediated SI Mentorship, his/her name will be given to the AEIS State Office by the SI Workshop/Mentorship Office and s/he will be listed as an approved Special Instructor who qualifies for billing of these services. If the Participant does not successfully complete the Remediated SI Mentorship, s/he will not be approved to deliver or bill for SI in an AEIS-Supported program and will be listed as such.
- If a Participant successfully completes the SI Mentorship but his/her Learning-Support Team does not submit (via US Postal) the required Final Evaluation to the SI Workshop/Mentorship Office by the designated deadline, the Participant will not be approved by AEIS as an approved Special Instructor and will not qualify for billing of SI services.

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Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

- The SI Workshop/Mentorship Office will not contact the Supervisor to obtain the required documentation. It is the responsibility of the Supervisor to fully and accurately complete the required documentation and successfully submit it to the SI Workshop/Mentorship Office by the given deadlines. The Supervisor will receive confirmation when a required document is received by the SI Workshop/Mentorship Office. If s/he does not receive this conformation within 3 days of sending it, it is the Supervisor’s responsibility to contact the SI Workshop/Mentorship Office to inquire.
- If at any point during this SI Workshop/Mentorship the Participant leaves the employment of the EI Program identified in this AP, the Supervisor must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office. At that point, the Participant will be dropped from this training.
- If at any point during this SI Workshop/Mentorship the Supervisor leaves the employment of the EI Program identified in this AP, the Supervisor must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office At that point, if a replacement Supervisor is not identified by the Participant s/he will be dropped from this SI training.



After reading the Supervisor Qualifications and Responsibilities please complete the following:

- I read and understand all sections of this AP, and accept my responsibility to comply.
- I read and understand the Supervisor Qualifications and Responsibilities, and accept my responsibility to comply.
- I understand that by Module 11 (Week 11) of the SI Workshop/Mentorship the Participant who is a Conditional Special Instructor hired after 12/5/18 must be completed with the following and I must assist her/him in meeting this requirement:

Per the *Personnel Standards for Alabama's Early Intervention System* (Approved by ICC 12/5/18):

“Conditional Special Instructors” (those without a degree in Early Childhood Special Education, Teacher of the Visually Impaired or Teacher of the Hearing Impaired) are required to have the following experiences, in the order listed below, **prior to reaching the SI Mentorship component of the SI Workshop/Mentorship:**

1. A minimum of 10 visits observing a qualified special instructor\* and other disciplines before delivering SI services. Documentation of the observation will occur using the “Special Instructor Observation Learning Tool” (Appendix B) to be completed by the conditional SI and signed by the professional who is being observed. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)
2. Direct, onsite supervision (joint visits) by a qualified special instructor\* at a minimum of 2 times per month or more frequently as needed as determined by the supervising service provider. Supervisory visits will include observation of the conditional special instructor using the observation tool, “Key Indicators of Family-Guided Routines-Based Intervention” (Appendix C) to be completed by

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Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

the supervising service provider. (NOTE: This tool is for learning purposes only and should not go in the child's record.)

\*Qualified special instructor is defined as an approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as a special instructor and who adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a qualified special instructor as per the definition above, contact the state office as needed.)

If the Participant successfully completes the SI Workshop, but has not met this AEIS requirement, s/he will not be eligible to proceed from the SI Workshop to the SI Mentorship. At that point, s/he will be dropped from the training and will be required to repeat it in its entirety.

- I understand AEIS/Troy University/SI Workshop/Mentorship Office do not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a Supervisor.
- I am the current Supervisor of the Participant within the employing EI Program.
- I understand my role in working with the SI Mentor and EI Program Director during the SI Mentorship.
- I understand that I must confirm my current employment status with AEIS. If at any point during this SI Workshop/Mentorship I leave the employment of the EI Program identified in this AP, I must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office. At that point, if a replacement Supervisor is not identified by the Participant s/he will be dropped from this SI training.
- If at any point during this SI Workshop/Mentorship the SI Mentor leaves the employment of the EI Program identified in this AP, I must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office. At that point, if a replacement SI Mentor is not identified by the Participant s/he will be dropped from this SI training.
- If at any point during this SI Workshop/Mentorship the Participant leaves the employment of the EI Program identified in this AP, I must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office. At that point the Participant will be dropped from this SI training.
- I understand that the Participant named in this AP is not recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services until s/he successfully completes the SI Workshop and the SI Mentorship, and the SI Mentor and I have submitted by the given deadlines the appropriate and required documentation to the SI Workshop/Mentorship Office.
- If I find performance problems with the Participant during the SI Mentorship, I accept the responsibility of immediately notifying my EI Program Director, AEIS, and the SI Workshop/Mentorship Office.
- I understand that once the Participant named in this AP begins the SI Mentorship it must be completed within the designated 8-week period and this 8-week period may extend into an additional 8-week period if my Participant does not successfully complete the first attempt. If a second attempt is required, I accept the responsibility of developing a Remediated SI Mentorship, in coordination with the SI Mentor, and serving as Supervisor

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in this Remediated SI Mentorship. If I find performance problems with the Participant during the SI Mentorship, I accept the responsibility associated with resolving this.

❖ **Supervisor Signature**

\_\_\_\_\_ **Date** \_\_\_\_\_

❖ **I am (select one)**

- \_\_\_\_\_ **Currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place**

**Name of the EI Program** \_\_\_\_\_

- \_\_\_\_\_ **Currently employed by the AEIS State Office in the AEIS-Supported EI Program in which the SI Mentorship will take place**

**Name of the EI Program** \_\_\_\_\_



**EI Program Director**

**Qualifications**

- Be available to oversee and supervise the SI Mentor, Supervisor and Participant throughout the SI Workshop/Mentorship.
- Must be the current EI Program Director of the SI Mentor, Supervisor, and Participant within the employing EI Program.
- Must be currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place.

**Responsibilities**

- By Module 11 (Week 11) of the SI Workshop the Participant who is a Conditional Special Instructor hired after 12/5/18 must be completed with the following and the EI Program Director must assist her/him in meeting this requirement:
  1. Minimum of 10 visits observing a qualified special instructor\* and other disciplines before delivering SI services. Documentation of the observation will occur using the “Special Instructor Observation Learning Tool” (Appendix B in the *Personnel Standards for Alabama's Early Intervention System* Approved by ICC 12/5/18) to be completed by the “Conditional SI” and signed by the professional who is being observed. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)
  2. Direct, onsite supervision (joint visits) by a qualified special instructor\* at a minimum of 2 times per month or more frequently as needed as determined by the supervising service provider. Supervisory visits will include observation of the conditional special instructor using the observation tool, “Key Indicators of

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Family-Guided Routines-Based Intervention” (Appendix C in the *Personnel Standards for Alabama's Early Intervention System* Approved by ICC 12/5/18) to be completed by the supervising service provider. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

\*Qualified special instructor is defined as an approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as a special instructor and who adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a qualified special instructor as per the definition above, contact the state office as needed.)

If a Participant successfully completes the SI Workshop but has not met this AEIS requirement, s/he will not be eligible to proceed from the SI Workshop to the SI Mentorship. At that point, the Participant will be dropped from the training and will be required to repeat it in its entirety.

- Provide frequent support and encouragement to the Participant.
- Read and comply with all sections in this AP.
- If, during the SI Mentorship, the EI Program Director has a concern about the Participant and/or the Supervisor or SI Mentor has any concerns regarding the Participant it is the EI Program Director’s responsibility to immediately address the concern/problem following the AEIS guidelines and/or EI Program guidelines in addressing the problem/concern.
- Confirm current employment status with AEIS. If at any point during this SI Workshop/Mentorship the EI Director leaves the employment of the EI Program identified in this AP, s/he must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office. At that point, if a replacement EI Director is not identified by the Participant s/he will be dropped from this SI training.
- If at any point during this SI Workshop/Mentorship the SI Mentor leaves the employment of the EI Program identified in this AP, the EI Director must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office At that point, if a replacement SI Mentor is not identified by the Participant s/he will be dropped from this SI training.
- If at any point during this SI Workshop/Mentorship the Supervisor leaves the employment of the EI Program identified in this AP, the EI Director must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office At that point, if a replacement Supervisor is not identified by the Participant s/he will be dropped from this SI training.
- If at any point during this SI Workshop/Mentorship the Participant leaves the employment of the EI Program identified in this AP, the EI Director must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office At that point, the Participant will be dropped from this SI training.

**EI Program Director**  
Director please

After reading the Qualifications and Responsibilities for the EI Program complete the following:

- I read and understand all sections of this AP, and accept my responsibility to comply.

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Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

- I read and understand the Qualifications and Responsibilities, and accept my responsibility to comply.
- I understand that by Module 11 (Week 11) of the SI Workshop/Mentorship the Participant who is a Conditional Special instructor hired after 12/5/18 must be completed with the following and I must assist her/him in meeting this requirement:  
Per the *Personnel Standards for Alabama's Early Intervention System* (Approved by ICC 12/5/18):

“Conditional Special Instructors” (those without a degree in Early Childhood Special Education, Teacher of the Visually Impaired or Teacher of the Hearing Impaired) are required to have the following experiences, in the order listed below, **prior to reaching the SI Mentorship component of the SI**

**Workshop/Mentorship:**

1. A minimum of 10 visits observing a qualified special instructor\* and other disciplines before delivering SI services. Documentation of the observation will occur using the “Special Instructor Observation Learning Tool” (Appendix B) to be completed by the conditional SI and signed by the professional who is being observed. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

2. Direct, onsite supervision (joint visits) by a qualified special instructor\* at a minimum of 2 times per month or more frequently as needed as determined by the supervising service provider. Supervisory visits will include observation of the conditional special instructor using the observation tool, “Key Indicators of Family-Guided Routines-Based Intervention” (Appendix C) to be completed by the supervising service provider. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

\*Qualified special instructor is defined as an approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as a special instructor and who adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a qualified special instructor as per the definition above, contact the state office as needed.)

If the Participant successfully completes the SI Workshop, but has not met this AEIS requirement, s/he will not be eligible to proceed from the SI Workshop to the SI Mentorship. At that point, s/he will be dropped from the training and will be required to repeat it in its entirety.

- I understand AEIS/Troy University/SI Workshop/Mentorship Office do not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a SI Mentor, Supervisor, Participant, or EI Program Director.
- I understand that I must confirm my current employment status with AEIS. If at any point during this SI Workshop/Mentorship I leave the employment of the EI Program identified in this AP, I must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office. At that point, if a replacement EI Director is not identified by the Participant s/he will be dropped from this SI training.
- If at any point during this SI Workshop/Mentorship the SI Mentor leaves the employment of the EI Program identified in this AP, I must immediately notify the AEIS State Office

SI Workshop/Mentorship AP for FY19S4

Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_



and the SI Workshop/Mentorship Office At that point, if a replacement SI Mentor is not identified by the Participant s/he will be dropped from this SI training.

- If at any point during this SI Workshop/Mentorship the Supervisor leaves the employment of the EI Program identified in this AP, I must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office At that point, if a replacement Supervisor is not identified by the Participant s/he will be dropped from this SI training.
- If at any point during this SI Workshop/Mentorship the Participant leaves the employment of the EI Program identified in this AP, I must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office. At that point, the Participant will be dropped from this SI training.
- I understand that the Participant named in this AP is not recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services until s/he successfully completes the SI Workshop and the SI Mentorship, and the SI Mentor and I have submitted by the given deadlines the appropriate and required documentation to the SI Workshop/Mentorship Office.
- I confirm this Participant is **currently employed** in my AEIS-Supported EI Program or is an **AEIS-Approved Current Vendor** working in my AEIS-Supported EI Program; and, the SI Mentorship will be conducted within my AEIS-Supported EI Program.
- I confirm the SI Mentor named in this AP is **currently employed** in my AEIS-Supported EI Program, meets the AEIS definition of a “qualified special instructor”, and meets the requirements to serve as a SI Mentor.
- I confirm the Supervisor named in this AP is **currently employed** in my AEIS-Supported EI Program and meets the requirements to serve as the Supervisor.
- I accept all responsibility and liability associated with allowing this SI Mentorship in my EI Program.
- If performance problems are found with the Participant during the SI Mentorship, I accept the responsibility associated with resolving all aspects of the problem as well as any and all litigation.
- If this Participant’s employment/vending in my AEIS-Supported EI Program is terminated during any point in the SI Workshop/Mentorship, I will promptly inform the AEIS State Office and the SI Workshop/Mentorship Office. At that point, the Participant will be dropped from the SI Workshop/Mentorship.
- If this Supervisor’s or SI Mentor’s employment in my AEIS-Supported EI Program is terminated during any point in the SI Workshop/Mentorship, I will promptly inform the AEIS State Office and the SI Workshop/Mentorship Office and find the Participant a Supervisor and/or SI Mentor that meet(s) the requirements as outlined in this Application for Participation (AP). I understand that I must work with the new Supervisor and/or SI Mentor in completing their sections of this AP and submit these completed sections to the SI Workshop/Mentorship Office for review and approval. If this does not occur, the Participant will be dropped from the SI Workshop/Mentorship. Additionally, I understand the Participant may not began the SI Mentorship until a new Supervisor and/or SI Mentor is approved by the SI Workshop/Mentorship Office.

SI Workshop/Mentorship AP for FY19S4

Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

- I have read, understand, and agree with all information in this AP, including information entered/completed by the SI Mentor, Supervisor, and Participant named within and accept all terms and responsibilities.

❖ **EI Program Name** \_\_\_\_\_

❖ **EI Program Address**

❖ **Street/PO** \_\_\_\_\_

❖ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

❖ **Phone# ( )** \_\_\_\_\_

❖ **EI Program Director Signature**

\_\_\_\_\_ **Date** \_\_\_\_\_

❖ **I am (select one)**

- \_\_\_\_\_ **Currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place**

**Name of the EI Program** \_\_\_\_\_

- \_\_\_\_\_ **Currently employed by the AEIS State Office and direct the EI Program in which the SI Mentorship will take place**

**Name of the EI Program** \_\_\_\_\_



In addition to the responsibilities for the Learning-Support Team, the Participant has qualifications and responsibilities that must be met.



**Participant Qualifications**

- Must be currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place.
- Must be an AEIS-Approved “Conditional Special Instructors” who is currently employed by an AEIS-Supported Early Intervention Program to provide Special Instruction (SI)

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Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

services or currently employed by AEIS to provide SI services as an AEIS-Approved Special Instruction Vendor to participate.

- Must be in year 1 of initial employment with AEIS. (Note: The 1-year timeline does not restart upon employment with a different AEIS program.)

### Responsibilities

- Prior to requesting participation in the SI Workshop/Mentorship, submit the following documents to the AEIS State Office AND received approval to provide SI services as a “Conditional Special Instructor”
  - Completed and signed *Early Intervention Experience Form* documenting acceptable experience in working with very young children with disabilities, age birth to five, and their families. This document can be found in Appendix D of the *Personnel Standards for Alabama's Early Intervention System* (Approved by ICC 12/5/18).
  - Official Transcript which documents a Bachelor's and/or other degree (e.g., Master's, Doctoral degree) which meets AEIS Personnel Review Committee requirements for Special Instruction.
  - Resume or vita with documentation of previous employment, educational experience, references, and any additional training related to service delivery for very young children, age birth to five, and their families.
- Fully participate in the SI Workshop within the designated time period, and earn the final overall grade of at least 80% (any grade below 80%, such as 79.99%, is not a passing grade). I understand I will not proceed to the SI Mentorship if I do not successfully complete the SI Workshop.
- By Module 11 (Week 11) of the SI Workshop the Participant who is a Conditional Special Instructor hired after 12/5/18 must be completed with the following and submit documentation to the SI Workshop/Mentorship Instructor which confirms the completion of this AEIS requirement.
  1. Minimum of 10 visits observing a qualified special instructor\* and other disciplines before delivering SI services. Documentation of the observation will occur using the “Special Instructor Observation Learning Tool” (Appendix B in the *Personnel Standards for Alabama's Early Intervention System* Approved by ICC 12/5/18) to be completed by the “Conditional SI” and signed by the professional who is being observed. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)
  2. Direct, onsite supervision (joint visits) by a qualified special instructor\* at a minimum of 2 times per month or more frequently as needed as determined by the supervising service provider. Supervisory visits will include observation of the conditional special instructor using the observation tool, “Key Indicators of Family-Guided Routines-Based Intervention” (Appendix C in the *Personnel Standards for Alabama's Early Intervention System* Approved by ICC 12/5/18) to be completed by the supervising service provider. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

\*Qualified special instructor is defined as an approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as

SI Workshop/Mentorship AP for FY19S4

Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

a special instructor and who adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a qualified special instructor as per the definition above, contact the state office as needed.)

If the Participant successfully completes the SI Workshop but has not met this AEIS requirement, s/he will not be eligible to proceed from the SI Workshop to the SI Mentorship. At that point, the Participant will be dropped from the training and will be required to repeat it in its entirety.

- Demonstrate competency in infant/toddler evaluation and assessment (E&A), preparation and implementation of intervention plans, monitoring student progress, and writing progress notes.
- Communicate in a timely manner with the SI Mentor and Supervisor.
- Work with the SI Mentor and Supervisor to ensure that all required documentation is complete.
- Follow and participate in the schedule as given to her/him by her/his SI Mentor and Supervisor.
- Establish goals and objectives with the SI Mentor and Supervisor for the SI Mentorship experience and agree on a plan to be used during this experience.
- Share ideas, intervention plans, and methodology with the SI Mentor and Supervisor.
- Create intervention plans that satisfy state standards with the guidance of the SI Mentor and Supervisor.
- Keep student/client information confidential.
- Demonstrate collegiality with other team members, respect for the families of the children being served, respect for administrative authority, high standards of loyalty and service, and a good sense of humor
- Adhere to AEIS and EI program rules and policies
- Set a good example in personal hygiene and professional attire
- Exhibit punctuality and consistent attendance. Notify SI Mentor and Supervisor as soon as possible if an absence is necessary
- Other as found necessary by the SI Mentor and Supervisor
- A maximum of three (3) absences will be allowed during the SI Mentorship 8-week experience. Any absences in excess of three will result in an unsuccessful SI Mentorship and the Participant will be required to participate in a remediation SI Mentorship for 8 additional weeks (which would be classified as the second attempt). If the Participant does not successfully complete the remediation SI Mentorship (the second attempt), the AEIS State Office will be notified and s/he will not be recognized as a Special Instructor by the AEIS State Office and will not be approved for billing of SI services.
- Until the Participant successfully completes the SI Workshop and the SI Mentorship, s/he is not recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services.
- A Participant has 2 attempts to successfully complete the SI Workshop and 2 attempts to successfully complete the SI Mentorship. If any one of these is not successfully completed on the second attempt, the Participant will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services within an AEIS

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Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

supported program. Additionally, if a Participant successfully completes the SI Mentorship but his/her SI Mentor does not submit the appropriate documentation to the SI Workshop/Mentorship Office by the designated deadlines, s/he will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services within an AEIS supported program.

- Must be currently employed to provide Special Instruction services in the AEIS-Supported Early Intervention Program in which the SI Mentorship will take place or currently employed by AEIS to provide Special Instruction services as an AEIS-Approved Special Instruction Vendor in which the SI Mentorship will take place.
- If at any point during this SI Workshop/Mentorship the SI Mentor leaves the employment of the EI Program identified in this AP, the Participant must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office At that point, if a replacement SI Mentor is not identified by the Participant s/he will be dropped from this SI training.
- If at any point during this SI Workshop/Mentorship the Supervisor leaves the employment of the EI Program identified in this AP, the Participant must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office At that point, if a replacement Supervisor is not identified by the Participant s/he will be dropped from this SI training.
- If at any point during this SI Workshop/Mentorship the EI Director leaves the employment of the EI Program identified in this AP, the Participant must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office At that point, if a replacement EI Director is not identified by the Participant s/he will be dropped from this SI training.
- If at any point during this SI Workshop/Mentorship the Participant leaves the employment of the EI Program identified in this AP, the Participant must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office At that point, the Participant will be dropped from this SI training.

**Participant**  
complete

After reading the Qualifications and Responsibilities for Participant please complete the following:

- I read and understand all sections of this AP, and accept my responsibility to comply.
- I read and understand the Qualifications and Responsibilities, and accept my responsibility to comply.
- I understand that by Module 11 (Week 11) of the SI Workshop/Mentorship if I am a Conditional Special Instructor hired after 12/5/18 I must complete the following and submit documentation of completion to the SI Workshop/Mentorship Instructor:  
Per the *Personnel Standards for Alabama's Early Intervention System* (Approved by ICC 12/5/18):  
“Conditional Special Instructors” (those without a degree in Early Childhood Special Education, Teacher of the Visually Impaired or Teacher of the Hearing Impaired) are required to have the following experiences, in the order listed

SI Workshop/Mentorship AP for FY19S4

Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

below, **prior to reaching the SI Mentorship component of the SI Workshop/Mentorship:**

1. A minimum of 10 visits observing a qualified special instructor\* and other disciplines before delivering SI services. Documentation of the observation will occur using the “Special Instructor Observation Learning Tool” (Appendix B) to be completed by the conditional SI and signed by the professional who is being observed. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

2. Direct, onsite supervision (joint visits) by a qualified special instructor\* at a minimum of 2 times per month or more frequently as needed as determined by the supervising service provider. Supervisory visits will include observation of the conditional special instructor using the observation tool, “Key Indicators of Family-Guided Routines-Based Intervention” (Appendix C) to be completed by the supervising service provider. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

\*Qualified special instructor is defined as an approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as a special instructor and who adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a qualified special instructor as per the definition above, contact the state office as needed.)

If I successfully complete the SI Workshop, but have not met these AEIS Supervision Requirements, I will not be eligible to proceed from the SI Workshop to the SI Mentorship. At that point, I will be dropped from the training and will be required to repeat it in its entirety.

- I understand that prior to requesting participation in the SI Workshop/Mentorship, submit the following documents to the AEIS State Office AND received approval to provide SI services as a “Conditional Special Instructor”
  - Completed and signed *Early Intervention Experience Form* documenting acceptable experience in working with very young children with disabilities, age birth to five, and their families. This document can be found in Appendix D of the *Personnel Standards for Alabama's Early Intervention System* (Approved by ICC 12/5/18).
  - Official Transcript which documents a Bachelor's and/or other degree (e.g., Master's, Doctoral degree) which meets AEIS Personnel Review Committee requirements for Special Instruction.
  - Resume or vita with documentation of previous employment, educational experience, references, and any additional training related to service delivery for very young children, age birth to five, and their families.
- I understand AEIS/Troy University/SI Workshop/Mentorship Office do not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a Participant.
- I understand that I must provide written documentation of my current employment status with AEIS.
- I understand that I will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services until I successfully complete the SI Workshop and

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Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

the SI Mentorship, and the SI Mentor and I have submitted by the given deadlines the appropriate and required documentation to the SI Workshop/Mentorship Office.

- I confirm I am **currently employed** by the AEIS-Supported EI Program in which the SI Mentorship will take place or I am an **AEIS-Approved Current Vendor** working in the AEIS-Supported EI Program in which the SI Mentorship will take place. (Note: If a Vendor, I must provide with this AP written confirmation from the AEIS State Office of my Vendor status.)
- I accept all responsibility and liability associated with participating in the SI Workshop/Mentorship.
- If my employment/vending in my AEIS-Supported EI Program is terminated during any point in the SI Workshop/Mentorship, I will immediately inform the AEIS State Office and the SI Workshop/Mentorship Office; and, remove myself from the SI Workshop/Mentorship.
- If at any point during this SI Workshop/Mentorship the SI Mentor leaves the employment of the EI Program identified in this AP, I must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office. At that point, if I do not identify a replacement SI Mentor that meets all requirements outlined in this AP and receive approval from the SI Workshop/Mentorship Office for this new SI Mentor I will be dropped from this SI training.
- If at any point during this SI Workshop/Mentorship the Supervisor leaves the employment of the EI Program identified in this AP, I must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office. At that point, if I do not identify a replacement Supervisor that meets all requirements outlined in this AP and receive approval from the SI Workshop/Mentorship Office for this new Supervisor I will be dropped from this SI training.
- If at any point during this SI Workshop/Mentorship the EI Director leaves the employment of the EI Program identified in this AP, I must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office. At that point, if I do not identify a replacement EI Director that meets all requirements outlined in this AP and receive approval from the SI Workshop/Mentorship Office for this new EI Director I will be dropped from this SI training.
- If at any point during this SI Workshop/Mentorship I leave the employment of the EI Program identified in this AP, I must immediately notify the AEIS State Office and the SI Workshop/Mentorship Office. At that point, I will be dropped from this SI training.
- I have read, understand, and agree with all information in this AP, including information entered/completed by my SI Mentor, Supervisor, and EI Program Director and accept all terms and responsibilities.
- I understand that the SI Workshop is designed to provide instruction that partially replicates the information presented in college/university programs of early childhood special education, but it is not the equivalent of a college degree nor a teaching certificate, does not lead to college-credit, and does not guarantee employment or vending in an AEIS-Supported program.

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Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

- I understand that I must earn a final overall grade of at least 80% (NOTE: Grades are not rounded upward; therefore, a grade of 79.9% is not a passing grade) in order to successfully complete the SI Workshop and proceed into the SI Mentorship. If I do not earn this final overall grade, I understand that I will be required to re-enroll in another Session and complete the SI Workshop in its entirety with a 2-attempt limit.
- If approved for participation in the SI Workshop/Mentorship, I would like to participate in the FY2019 Session 4.

❖ **Participant Signature**

\_\_\_\_\_ **Date** \_\_\_\_\_

❖ **I am (select one)**

- \_\_\_\_\_ **Approved by the AEIS State Office to provide Special Instruction services as a “Conditional Special Instructor” and currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place**

**Date of AEIS-Approval as a “Conditional Special Instructor”** \_\_\_\_\_

**Name of the EI Program** \_\_\_\_\_

- \_\_\_\_\_ **Approved by the AEIS State Office to provide Special Instruction services as a “Conditional Special Instructor” and currently an AEIS-Approved Vendor employed by the AEIS-Supported EI Program in which the SI Mentorship will take place**

**Date of AEIS-Approval as a “Conditional Special Instructor”** \_\_\_\_\_

**Name of the EI Program** \_\_\_\_\_

**Note: If a Vendor, written confirmation from the AEIS State Office of Vendor status must accompany this AP. The AP cannot be processed without this documentation.**



Following is the progression of the FY2019 Session 4 SI Mentorship.

**Week 1**

**7/29/19 – 8/4/19**

- Learning-Support Team determines learning activities and schedule using the *Key Indicators of Family-Guided Routines-Based Intervention Looks Like/Doesn't Look Like TACTICS* as a guide.

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Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_



## Week 2

8/5/19 – 8/11/19

- Learning-Support Team determines learning activities and schedule using the *Key Indicators of Family-Guided Routines-Based Intervention Looks Like/Doesn't Look Like TACTICS* as a guide.
- Week 2 Performance Evaluation is due, via email, in SI Workshop/Mentorship Office by 8/14/19.
  - It is the responsibility of the Learning-Support Team to:
    - Evaluate the Participant's performance during Week 1 and Week 2 using the documents in the Week 2 Performance Evaluation section of this SI Mentorship Performance Evaluation Packet.
    - Hold a Performance Evaluation Review Meeting and discuss the results of the Evaluation with the Participant
    - Sign the Evaluation documents after the Performance Evaluation Review Meeting and file the documents in the Participant's personnel file in the EI Program hosting this SI Mentorship
    - Scan the signed Evaluation documents and email to the SI Workshop/Mentorship Office ([dnowakowski@troy.edu](mailto:dnowakowski@troy.edu)) by the given deadline
      - Please include the Participant and all members of the Learning-Support Team (Participant, EI Program Director, Supervisor, and Mentor) on the email
    - If the Participant did not pass the Evaluation, during the Performance Evaluation Review Meeting the Learning-Support Team must develop a Remediation Plan using the form found in the Week 2 Performance Evaluation section of this SI Mentorship Performance Evaluation Packet.
      - Attach it to the Week 2 Performance Evaluation filed in the Participant's personnel file
      - Submit it with the Week 2 Performance Evaluation emailed to the SI Workshop/Mentorship Office

## Week 3

8/12/19 – 8/18/19

- Learning-Support Team determines learning activities and schedule using the *Key Indicators of Family-Guided Routines-Based Intervention Looks Like/Doesn't Look Like TACTICS* as a guide.
- If the Participant did not pass the Week 2 Performance Evaluation, the Learning-Support Team must monitor the Participant's performance using the Remediation Plan and the *Key Indicators of Family-Guided Routines-Based Intervention*.

## Week 4

8/19/19 – 8/25/19

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Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

- Learning-Support Team determines learning activities and schedule using the *Key Indicators of Family-Guided Routines-Based Intervention Looks Like/Doesn't Look Like TACTICS* as a guide.
- If the Participant did not pass the Week 2 Performance Evaluation, the Learning-Support Team must monitor the Participant's performance using the Remediation Plan and the *Key Indicators of Family-Guided Routines-Based Intervention*.
- Week 4 Performance Evaluation is due, via email, in SI Workshop/Mentorship Office by 8/28/19.
  - It is the responsibility of the Learning-Support Team to:
    - Evaluate the Participant's performance during Week 3 and Week 4 using the documents in the Week 4 Performance Evaluation section of this SI Mentorship Performance Evaluation Packet.
    - Hold a Performance Evaluation Review Meeting and discuss the results of the Evaluation with the Participant
    - Sign the Evaluation documents after the Performance Evaluation Review Meeting and file the documents in the Participant's personnel file in the EI Program hosting this SI Mentorship
    - Scan the signed Evaluation documents and email to the SI Workshop/Mentorship Office ([dnowakowski@troy.edu](mailto:dnowakowski@troy.edu)) by the given deadline
      - Please include the Participant and all members of the Learning-Support Team (Participant, EI Program Director, Supervisor, and Mentor) on the email
    - If the Participant did not pass the Evaluation, during the Performance Evaluation Review Meeting the Learning-Support Team must develop a Remediation Plan using the form found in the Week 4 Performance Evaluation section of this SI Mentorship Performance Evaluation Packet.
      - Attach it to the Week 4 Performance Evaluation filed in the Participant's personnel file
      - Submit it with the Week 4 Performance Evaluation emailed to the SI Workshop/Mentorship Office

**Week 5**

**8/26/19 – 9/1/19**

- Learning-Support Team determines learning activities and schedule using the *Key Indicators of Family-Guided Routines-Based Intervention Looks Like/Doesn't Look Like TACTICS* as a guide.
- If the Participant did not pass the Week 4 Performance Evaluation, the Learning-Support Team must monitor the Participant's performance using the Remediation Plan and the *Key Indicators of Family-Guided Routines-Based Intervention*.

**Week 6**

**9/2/19 – 9/8/19**

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Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

- Learning-Support Team determines learning activities and schedule using the *Key Indicators of Family-Guided Routines-Based Intervention Looks Like/Doesn't Look Like TACTICS* as a guide.
- If the Participant did not pass the Week 4 Performance Evaluation, the Learning-Support Team must monitor the Participant's performance using the Remediation Plan and the *Key Indicators of Family-Guided Routines-Based Intervention*.
- Week 6 Performance Evaluation is due, via email, in SI Workshop/Mentorship Office by 9/11/19.
  - It is the responsibility of the Learning-Support Team to:
    - Evaluate the Participant's performance during Week 5 and Week 6 using the documents in the Week 6 Performance Evaluation section of this SI Mentorship Performance Evaluation Packet.
    - Hold a Performance Evaluation Review Meeting and discuss the results of the Evaluation with the Participant
    - Sign the Evaluation documents after the Performance Evaluation Review Meeting and file the documents in the Participant's personnel file in the EI Program hosting this SI Mentorship
    - Scan the signed Evaluation documents and email to the SI Workshop/Mentorship Office ([dnowakowski@troy.edu](mailto:dnowakowski@troy.edu)) by the given deadline
      - Please include the Participant and all members of the Learning-Support Team (Participant, EI Program Director, Supervisor, and Mentor) on the email
    - If the Participant did not pass the Evaluation, during the Performance Evaluation Review Meeting the Learning-Support Team must develop a Remediation Plan using the form found in the Week 6 Performance Evaluation section of this SI Mentorship Performance Evaluation Packet.
      - Attach it to the Week 6 Performance Evaluation filed in the Participant's personnel file
      - Submit it with the Week 6 Performance Evaluation emailed to the SI Workshop/Mentorship Office

**Week 7**

**9/9/19 – 9/15/19**

- Learning-Support Team determines learning activities and schedule using the *Key Indicators of Family-Guided Routines-Based Intervention Looks Like/Doesn't Look Like TACTICS* as a guide.
- If the Participant did not pass the Week 6 Performance Evaluation, the Learning-Support Team must monitor the Participant's performance using the Remediation Plan and the *Key Indicators of Family-Guided Routines-Based Intervention*

**Week 8**

**9/16/19 – 9/22/19**

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Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

- Learning-Support Team determines learning activities and schedule using the *Key Indicators of Family-Guided Routines-Based Intervention Looks Like/Doesn't Look Like TACTICS* as a guide.
- If the Participant did not pass the Week 6 Performance Evaluation, the Learning-Support Team must monitor the Participant's performance using the Remediation Plan and the *Key Indicators of Family-Guided Routines-Based Intervention*.
- Final Performance Evaluation is due, via email, in SI Workshop/Mentorship Office by 9/25/19.
  - It is the responsibility of the Learning-Support Team to:
    - Evaluate the Participant's performance during this 8-week SI Mentorship using the documents in the Week 6 Performance Evaluation section of this SI Mentorship Performance Evaluation Packet.
    - Hold Performance Evaluation Review Meeting and discuss the results with the Participant
    - Sign the Evaluation documents after the Performance Evaluation Review Meeting and file the documents in the Participant's personnel file in the EI Program hosting this SI Mentorship
    - Scan the signed Evaluation documents and email to the SI Workshop/Mentorship Office ([dnowakowski@troy.edu](mailto:dnowakowski@troy.edu)) by the given deadline
      - Please include the Participant and all members of the Learning-Support Team (Participant, EI Program Director, Supervisor, and Mentor) on the email
    - If the Participant did not pass the Final Performance Evaluation, during the Performance Evaluation Review Meeting the Learning-Support Team must develop a Remediated SI Mentorship Plan using the form found in the Final Performance Evaluation section of the SI Mentorship Performance Evaluation Packet.
      - Attach it to the Final Performance Evaluation filed in the Participant's personnel file
      - Submit it with the Final Performance Evaluation emailed to the SI Workshop/Mentorship Office
      - At that point, the SI Mentorship must be entirely repeated (all 8 weeks)

**Important Notes:**

- The results recorded in the Evaluations, as recorded by the Learning-Support Team, will be communicated to AEIS State Office by the SI Workshop/Mentorship Office.
- The results recorded in the Final Performance Evaluation, as recorded by the Learning-Support Team, will be communicated to the AEIS State office by the SI Workshop/Mentorship Office.
- Upon successfully completion of the SI Workshop/Mentorship, the SI Workshop/Mentorship Office will email a Certificate of Completion to the Participant with a copy to AEIS State Office and the Learning-Support Team.

SI Workshop/Mentorship AP for FY19S4

Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

- Upon successfully completion of the SI Workshop/Mentorship, the Participant will be recognized by the AEIS as a Special Instructor (SI) and approved for billing of SI services.
- Upon successfully completion of the SI Workshop/Mentorship, the Participant will receive 10 Contact Hours (documented on the Certificate of Completion).
- The SI training is not complete and the Participant will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services within an AEIS-Supported program until the SI Workshop and SI Mentorship are successfully completed.
- It is the responsibility of the Participant and his/her Learning-Support Team to arrange and complete this SI Mentorship within the designated 8-week period as well as to submit required documentation to the SI Workshop/Mentorship Office by the given deadlines. This SI Mentorship MUST span a full 8-week period.
- Participants have 2 attempts to successfully complete this SI Mentorship. If after 2 attempts s/he does not successfully complete it, the AEIS State Office will be notified and s/he will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of services within an AEIS-Supported program.
- If a Participant successfully completes the SI Mentorship but his/her Learning-Support Team does not submit the required documentation to the SI Workshop/Mentorship Office by the designated deadlines, the Participant will be dropped from the SI training and will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services within an AEIS-Supported program.

### **REQUIRED COMPUTER SKILLS/EQUIPMENT**

A Participant must have the following computer skills/equipment:

- A working email account that you can access daily and email software capable of sending and receiving attached files as well as good email utilization skills.
- A working computer connected to the Internet with a 56.9 kb modem or better that you can access daily as well as good Internet utilization skills. Not having a computer, computer problems, computer crashes, loss of Internet and/or lose of electricity are not acceptable excuses for late work/lack of participation/failure to meet deadlines. You are expected to have a back-up plan in case any of these occur.
- A working computer capable of running Netscape Navigator 7.0 or above, Internet Explorer 6.0 or above, or current versions of Firefox or Mozilla and good utilization skills. If you use older browser versions, you will have compatibility problems with Blackboard (Bb).
- Microsoft WORD software. No MS-Works or WordPad. You must be able to access this software and have good utilization skills of Microsoft WORD.
- Virus protection software, installed and active, to prevent the spread of viruses via the Internet and email. You must continually update.
- Dial-up connections are not recommended. These are very slow and could prevent you from gaining full access to the SI Workshop.

SI Workshop/Mentorship AP for FY19S4

Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

## **REQUIRED TEXTBOOK**

A Participant is required to purchase a textbook which will be used throughout the online workshop. Upon acceptance, Participants are required to have their textbook on the first day of class and throughout their participation in the SI Workshop/Mentorship. Failure to comply will impair the Participant's ability to successfully complete the SI Workshop/Mentorship. Not having the textbook is not an excuse for late or absent work.

Raver, S.A., & Childress, D.C. (2015). *Family-Centered Early Intervention: Supporting Infants and Toddlers in Natural Environments*. Baltimore, MD: Brookes Publishing.

ISBN: 978-1-59857-569-9

Available from Brookes Publishing at

<http://products.brookespublishing.com/Family-Centered-Early-Intervention-P829.aspx>

[Brookes Publishing: Family-Centered Early Intervention](#)

products.brookespublishing.com

Paperback - \$39.95

eBook 262-KB - \$39.95

## **CLOSING**

An AP will not be processed if all information has not been submitted. Any portion of the AP which is not complete (such as missing signatures, missing initials, missing data, missing official transcript, invalid email address, etc.) or is illegible will be viewed as an incomplete AP and will not be processed. Please use the Checklist on the following page to assist you in making sure your AP is complete.

SI Workshop/Mentorship AP for FY19S4

Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

### Checklist

- \_\_\_\_ **The AP for FY19 Session 4 must arrive in the SI Workshop/Mentorship Office before 4:00pm (Central) Friday, 4/19/19 in order to be considered for participation in this Session. Late enrollment will not be accepted; therefore, APs received after this deadline will not be processed for the FY19 Session 4 and will not be forwarded to the next Session.**
- \_\_\_\_ **Verify all email addresses listed in this AP are in working order.**
- \_\_\_\_ **Completed AP (with all designated sections fully completed)**
- \_\_\_\_ **All pages of this AP must be initialed and returned in your AP Packet. Initialing each page in the designated space (bottom of each page) confirms EI Program Director, Supervisor, SI Mentor and Participant have read, understand and will comply with all information on all pages of this AP**
- \_\_\_\_ **A copy of the SI Mentor’s Alabama Teacher’s Certification which confirms his/her certification in Early Childhood Special Education OR a copy of his/her Certificate of Completion in the AEIS SI Core Curriculum**
- \_\_\_\_ **For a Participant who is a Current AEIS-Approved Vendor, written documentation from AEIS State Office which confirms the current Vendor status**
- \_\_\_\_ **If a SI Mentor is a Current AEIS-Approved Vendor, written confirmation of this status from the AEIS State Office must accompany this AP**
- \_\_\_\_ **For a Participant falling within the Conditional Other category, the AEIS Personnel Review Committee, a part of the Personnel Subcommittee, must approve participation in the SI Workshop/Mentorship; therefore, written documentation of approval must be submitted with this AP**
- **Prior to requesting participation in the SI Workshop/Mentorship, submit the following documents to the AEIS State Office AND receive approval to provide SI services as a “Conditional Special Instructor”**
  - **Completed and signed *Early Intervention Experience Form***
  - **Official Transcript which documents which meets AEIS Personnel Review Committee requirements for Special Instruction**
  - **Resume or vita with documentation of previous employment, educational experience, references, and any additional training related to service delivery for very young children, age birth to five, and their families.**

SI Workshop/Mentorship AP for FY19S4

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Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_

If an individual has not received email notification of approval/denial within two days of submitting their AP, it is their responsibility to contact Dr. Debi Nowakowski (dnowakowski@troy.edu) to inquire. Contact will not be initiated by the AEIS State Office, SI Workshop/Mentorship Office, or Troy University to inform of incomplete APs.

Questions about the SI Workshop/Mentorship should be directed to Dr. Debi Nowakowski (Dr.N) at dnowakowski@troy.edu.

Thank you.

Betsy Prince  
Coordinator, AEIS

Amy Blakeney  
Assistant Coordinator, AEIS

SI Workshop/Mentorship AP for FY19S4  
Revised on 12/24/18 to Meet 12/5/18 ICC-Approved AEIS Personnel Standards

Participate \_\_\_\_\_ EI Program Director \_\_\_\_\_ Supervisor \_\_\_\_\_ SI Mentor \_\_\_\_\_