

**Subject:** Overdue Credential, Professional Authorization, and Credential Renewal

**Purpose:** This policy is to clarify the procedure for overdue Baby Watch Early Intervention Credentials, Professional Authorizations, and Credential Renewals.

**Authority:** CFR 303.360

**Overview:** Early Intervention employees working directly with children are required to hold a current Baby Watch Credential or Professional Authorization, where applicable. An EI aide does not work with children without direct supervision and does not need a credential or Professional Authorization.

**Policy: Overdue Credentials and Renewals**

1. If the employee has not completed the credential requirements and submitted the application and portfolio to the Baby Watch CSPD Coordinator within the two-year time frame, an Action Plan must be completed. An individual designated by the Early Intervention Program Director and the employee submits the form, with the date of projected completion, to the Baby Watch CSPD Coordinator for approval. If the Action Plan is not completed by the determined date, the individual's caseload must be reassigned until the individual receives the credential.
2. Credential renewals must be submitted on or before the expiration date (five years after the original credential). If an employee has not submitted a renewal by the expiration date, an Action Plan must be submitted by the expiration date. If the Action Plan is not completed by the determined date, the individual's credential will be revoked and the individual's caseload must be reassigned until the credential is renewed and reinstated.
3. Any credentialed individual who is overdue renewing the credential must earn an additional 20 points per year of non-renewal.

**Policy: Overdue Professional Authorization**

1. If an employee has not completed the Professional Authorization requirements and submitted the application to the Baby Watch CSPD Coordinator within three months after a new employee's hire date, the employee's caseload must be reassigned until the individual receives the Professional Authorization.
2. Professional Authorization renewals must be submitted on or before the expiration date (five years after the original authorization). If an employee has not submitted a renewal by the expiration date, an Action Plan must be submitted. If the Action Plan is not completed by the determined date, the individual's caseload must be reassigned until the individual receives the Professional Authorization. The individual will be required to seek a new authorization, including all the components of the application.

# Action Plan for Overdue Credential

Employee (name) \_\_\_\_\_ Program \_\_\_\_\_

Credential Level \_\_\_\_\_ Credential Due Date \_\_\_\_\_

## Credential Requirements Completed

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## Remaining Requirements

## Will be completed by:

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## Explanation of Special Circumstances

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This Action Plan must be completed by (date) \_\_\_\_\_.

If the credential information is not submitted to the Baby Watch CSPD coordinator on or before the date indicated above, the employee's caseload will be reassigned. This employee will not work with children in the Baby Watch Early Intervention System without a completed credential.

Employee Signature \_\_\_\_\_

Director/Supervisor Signature \_\_\_\_\_

Baby Watch CSPD Coordinator Signature \_\_\_\_\_