



## Annual Training Requirements

NYS EI requires 10 hours of workshops/training per calendar year for EVERY provider, no matter how many hours of services/evals they have provided. Below is an explanation of the certificates that would satisfy this requirement and instructions for submitting your certificates:

- Trainings must be relevant to EI and/or Profession Specific (if Profession Specific, still must be RELEVANT to EI)
- Training(s) must be taken between every year between January 1 and December 31.
- Documentation showing course description and the number of hours **MUST** be submitted if is not stated on the certificate itself.
- Unfortunately, this requirement is **NOT** prorated. A provider who starts work in January needs to complete the same number of hours as a provider starting in December.
- **EVALUATORS:** 1.5 of the 10 required hours **MUST** be evaluation related

### *Where can I find trainings?*

Suggested sites to register for LIVE trainings:

- **EI Learning Network:** <https://www.eilearningnetwork.com/index.php>

Suggested sites to take ONLINE trainings (please remember trainings must qualify as stated above):

- NYS Division of Early Childhood Webinars: <http://www.dec-sped.org/learningdecks>
- General EI/Early Childhood: <https://www.eittoc.com/index.php>
- For SLPs: <http://www.linguisticsystems.com/ceu>
- For SLPs: <http://www.superduperinc.com/CEU/courses/default.aspx>
- For PTs: <http://ce.todayinpt.com/>
- For OTs: <http://ce.todayinot.com/>
- For Psych-Ds and SWs: <http://ce4less.com/CourseList.aspx>
- For SPEDS (Must be member or NASET): <https://www.naset.org/270i.0.html>
- Trainings from other EI agencies, Professional Associations and NYS are also acceptable as long as they fit the requirements as stated above (including number of hours and description).

### *How can I submit my training certificates?*

- Please submit all other trainings to us via e-mail, fax, or mail:

Attn: HR Department  
Bright Future for the Children  
119 Schenectady Ave. 3rd Fl.  
Brooklyn, NY 11213 **Fax:** Fax: (347) 915-1113  
**E-mail:** [brightfutureforthechildren@gmail.com](mailto:brightfutureforthechildren@gmail.com)