

Application for Habilitative Intervention Certificate of Completion-Birth to Three 8 2015

Name: _____ Current Employer: _____ Date of Application: _____

Address: _____ City: _____ State: _____ Zip code: _____

Personal Phone#: _____ Personal E-mail: _____

How would you prefer correspondence be sent to you? Email Phone Mail

Please refer to the Competency Coursework Guidelines. Documentation must include all of the required information in order to process your application.

REQUIRED- I have a bachelor's degree from an accredited college or university in a human services field or a bachelor's degree and a minimum of 25 credit hours in a human services field (pre or post bachelor's degree).

Please refer to HI Application Guidelines for information on Human Service Degrees

Degree: _____ **Copy of Diploma and Transcript included**

AND

REQUIRED- I am able to provide documentation of one (1) year (minimum part-time) of supervised experience working with children with developmental disabilities. * 240 hours must be professionally supervised experience with young children who have developmental disabilities.

Resume provided

*Resume should include at a minimum: the dates of experience (Month/Day/Year), description of job duties, population served and age of children with whom you have experience.

AND ONE OF THE REQUIRED OPTIONS BELOW

Option #1

I have a Elementary Education Certificate or Special Education Certificate with an Endorsement in Early Childhood Special Education

OR

I have a Blended Early Childhood/Early Childhood Special Education (EC/ECSE) Certificate

OR

Option #2

I have a bachelor's or master's degree in Special Education, Elementary Education, Speech-Language Pathology, Early Childhood Education, Physical Therapy, Occupational Therapy, Psychology, Social Work, or Nursing

PLUS

A minimum of 24 semester credits in EC/ECSE at the 200 level or higher from an accredited college or university.

Degree: _____ **Copy of Diploma and Transcript included**

I have taken courses from a college or university that cover the following standards in their content:

Promotion of development and learning from children birth to three years of age

***Course that applies:** _____

Assessment and observation methods for developmentally appropriate assessment of young children

***Course that applies:** _____

Building family and community relationships to support early intervention ***Course that applies:** _____

Development of appropriate curriculum for young children, including IFSP and IEP development

***Course that applies:** _____

Implementation of instructional and developmentally effective approaches for early learning, including strategies for children who are medically fragile and their families ***Course that applies:** _____

Demonstration of knowledge of policies and procedures in special education and **early intervention** and demonstration of knowledge of exceptionalities in children's development ***Course that applies:** _____

Signature: _____

Date: _____

Submit the application to: *Preferred* FACS DD Email: facsdco@dhw.idaho.gov. Please included within the subject line the applicants name and reference HI Application. Or Mail to: Idaho DHW, FACS DD, 450 W. State St. 5th Floor, Boise, ID 83720-0036; or Fax to: (208) 332-7331

Habilitative Interventionist-Birth to Three Application Guidelines

These guidelines include the requirements for professionals seeking to provide Habilitative Intervention for Children Birth to Three (3) as defined in IDAPA 16.03.10.685.04.a-f

Providers of Habilitative Intervention for children birth to three must meet the following minimum qualifications:

- Must hold at least a bachelor's degree in a human services field from a nationally accredited college **AND**
- Must be able to provide documentation of one (1) year's (minimum part time) supervised experience working with children specifically with developmental disabilities as identified in Idaho Code 66-402(5). Experience must be gained through paid employment or university practicum experience or internship. Volunteer work is excluded.
 - 240 hours must be documented as professionally supervised experience working with children age birth to three who have developmental disabilities.

AND ONE OF THE FOLLOWING REQUIRED OPTIONS

OPTION #1

- An Elementary Education Certificate or Special Education Certificate with an Endorsement in Early Childhood Special Education **OR** A Blended Early Childhood/Early Childhood Special Education (EC/ECSE) Certificate.

OPTION #2

- Must hold Bachelor's or Master's degree in Special Education, Elementary Education, Speech-Language Pathology, Early Childhood Education, Physical Therapy, Occupational Therapy, Psychology, Social Work, or Nursing **plus** a minimum of 24 semester credits in EC/ECSE at the 200 level or higher from an accredited college or university.

The courses must appear on college or university transcripts and must cover the following standards in their content:

- Promotion of development and learning from children birth to three years of age;
- Assessment and observation methods for developmentally appropriate assessment of young children;
- Building family and community relationships to support early intervention;
- Development of appropriate curriculum for young children, including IFSP and IEP development;
- Implementation of instructional and developmentally effective approaches for early learning, including strategies for children who are medically fragile and their families;
- Demonstration of knowledge of policies and procedures in special education and early intervention and demonstration of knowledge of exceptionalities in children's development.

Bachelor's Degree in a Human Services Field

Documentation must include:

- Diploma *and* Transcript
 - Demonstration that the bachelor's degree is from a nationally accredited college.

Areas of Study within Human Services Field:

Human Service	Family Relations/Family and Child Services
Counseling (General, Mental Health, Vocational, Pastoral, Rehabilitation) and Guidance	Psychology
Nursing	Education/Special Education
Sociology	Child Development/Human Development
Social Work	Therapeutic Recreation
Marriage and Family Therapy	Occupational Therapy
Physical Therapy	Speech Language Pathology/Communication Disorders
Art Therapy, Dance Therapy, Music Therapy	Behavioral Sciences/Applied Behavior Analysis (ABA)

*All other degrees will be reviewed to determine if they contain human service coursework. A transcript must contain at least 25 semester credits of pre or post bachelor's degree human service classes, 200 level or higher, to be considered related to a human service degree.

1 Year (minimum part time) Supervised Experience-which includes 240 hours experience working with children age birth to three (3) who have developmental disabilities

Documentation must include:

- Experience is with children specifically diagnosed with developmental disabilities as defined in Idaho Code 66-402(5)
 - This can include paid employment or university practicum, or internship.
 - Volunteer work is excluded.
- Details on specific dates (Month/Day/Year) of experience, description of job duties, population served and age of children with whom you have experience.

*240 hours must be documented as professionally supervised experience working with young children who have developmental disabilities.

*This documentation is commonly demonstrated on a resume.

OPTION #1

An Elementary Education Certificate or Special Education Certificate with an Endorsement in Early Childhood Special Education OR A Blended Early Childhood/Early Childhood Special Education (EC/ECSE) Certificate

- Please include a copy of your Elementary Education Certificate, Special Education Certificate with an Endorsement in Early Childhood Special Education OR Blended Early Childhood/Early Childhood Special Education (EC/ECSE) Certificate.

OPTION #2

Bachelor's or Master's degree in Special Education, Elementary Education, Speech-Language Pathology, Early Childhood Education, Physical Therapy, Occupational Therapy, Psychology, Social Work, or Nursing

- Please include a copy of your Bachelor's or Master's degree in the above listed area **PLUS**
- A minimum of 24 semester credits in EC/ECSE at the 200 level or higher from an accredited college or university.

The courses must appear on college or university transcripts and must cover the following standards in their content:

- Promotion of development and learning from children birth to three years of age;
- Assessment and observation methods for developmentally appropriate assessment of young children;
- Building family and community relationships to support early intervention;
- Development of appropriate curriculum for young children, including IFSP and IEP development;
- Implementation of instructional and developmentally effective approaches for early learning, including strategies for children who are medically fragile and their families;
- Demonstration of knowledge of policies and procedures in special education and early intervention and demonstration of knowledge of exceptionalities in children's development.

How do I apply for Certificate of Completion?

Your application must include:

1) Application for Certificate of Completion-

- To access the Application go to: www.childrensDDservices.dhw.idaho.gov
- *Hover* on “Information for Providers”-then *click* on “Children’s Developmental Disabilities Info. for Providers”
- On the right side of the page under the Heading “Habilitative Interventionist Competency Coursework” is the Application and all other associated Habilitative Intervention Certificate of Completion information and documentation

All fields of your application must be completed.

*If you know that you do not have a component of the application complete-please indicate that on the application

- 2) Diploma demonstrating at least a bachelor degree in a human service field
- 3) Resume supporting your experience requirements in detail.

* Copy of the college course description for each course from the course catalog is required for individuals whose degree is not one specifically indicated under the “Areas of Study with a Human Services Field”. If the course description is minimal or does not include the minimum content, include a copy of the course syllabus.

OPTION #1

- A copy of your Elementary Education Certificate, Special Education Certificate with an Endorsement in Early Childhood Special Education OR Blended Early Childhood/Early Childhood Special Education (EC/ECSE) Certificate.

OPTION #2

- Diploma demonstrating a Bachelor’s or Master’s degree in Special Education, Elementary Education, Speech-Language Pathology, Early Childhood Education, Physical Therapy, Occupational Therapy, Psychology, Social Work, or Nursing.
- College or University transcripts that contain the following:
 - Your name and the school’s name.
 - Documentation of 24 semester credits in EC/ECSE at the 200 level or higher that includes the required content (listed on the application).
 - Copy of the college course description for each course from the course catalog. If the course description is minimal or does not include the minimum content, include a copy of the course syllabus.

How do I renew my Certificate of Completion?

Certificates of Completion will be issued for 2 years. Prior to the expiration, individuals who would like to renew their Certificate are required to complete and submit the Renewal Application for Habilitative Intervention Certificate of Completion.

Continuing Training Requirements for those who hold their Habilitative Intervention Certificate of Completion are outlined in IDAPA 16.03.10.685.07. These individuals must complete at least twelve (12) hours per year of training, six (6) of which must cover behavior methodology or interventions shown to be effective.

- Application for renewal must include:
 - The Renewal Application for Habilitative Intervention Certificate of Completion.
 - Updating all personal demographics and current employment information.
 - List of applicable trainings:
 - The training information must include the title and description of the training completed.
 - Training must be relevant to the Certification of Completion and the population being served under the Certificate.
 - Monthly observations and supervision may not count towards required training-please ensure documentation contained on the renewal application accurately identifies training provided.

Submit the application to: *Preferred* FACS DD Email: facsddco@dhw.idaho.gov. Please include within the subject line the applicants name and reference HI Application birth to three. Or Mail to: Idaho DHW, FACS DD, 450 W. State St. 5th Floor, Boise, ID 83720-0036; or Fax to: (208) 332-7331.

It is your responsibility to maintain your Certificate of Completion. DDA's are not the primary facilitator of certification. To maintain a certificate, you must assure that you update your personal contact information, complete the continuing training requirements, and renew your certification prior to the expiration date.

For questions regarding competencies and coursework, please contact **Linda Levick at 334-5512 or Bobbi Hamilton, BCaBA at 334-5777.**