

Service Coordination Training Requirements & Opportunities for Professional Learning

1st 3 months (REQUIRED)

- Blended "Service Coordination Online" Training which contains the following:**
 - Online modules with interactive workbook activities that support ongoing onsite training activities (typically in first month on the job)
 - Once online portion with workbook activities are completed, the SC may begin the 4 week webinar cohort to complete the training (typically 2nd/3rd month on the job)
- Online System Overview Training** and then 1 day, face to face **Online System Overview Follow Up** training (required within 1st 90 days on the job)

1st 6-12 months (RECOMMENDED)

Many of these offerings are "system-based" trainings which teach policies & procedures. These may compliment onsite training on the CFC Procedure Manual. SC's can begin these once the online portion of the SC Blended training is completed.

- EXPECTED: Family Assessment trainings:** Family Assessment training (face to face) and Family Assessment in the IL EI System (online)
- Child Outcomes Trainings:**
 - Understanding Young Children's Development (online),
 - Understanding the IL Child Outcome Process (online),
 - Child Outcomes Summary (COS) Process - Collecting & Using Data to Improve Programs (Online), and
 - Measuring the Impact of EI (face to face)
- Transition Trainings:** Partnering with Families as They Leave EI (online) and Building Bridges: The Transition Process from EI to Early Childhood (face to face)
- Online Trainings:**
 - Assistive Technology (AT) in IL EI: A Review of Policies and Procedures
 - Beyond Mandated Reporting – Recognizing and Reporting Child Abuse
 - Foundational Pillars of Early Intervention
 - Natural Environments & the Developmental Justification of Need Requirement
 - Overview of Eligibility in the IL EI System
 - Serving Families of Children with Hearing Loss
 - Serving Families of Children with Dual Sensory Loss
 - Mission and Key Principles of Early Intervention
 - The Impact of EI: Family Outcome Survey
 - It Matters: How Culture Impacts Our Work with Children and Families
 - Working with Interpreters-Translator

Ongoing Professional Development (PD)

Required to maintain credential which is renewed every 3 years

- Recommended to participate in a blend of online and face to face training (see next page).
- Engage virtually through EITP and other EI credit approved webinars
- Attend EITP linked learning opportunities such as the "Institutes"
- Attend statewide conferences & annual CFC conference
- Join the Illinois Service Coordination Community of Practice (IL SC CoP)

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Ongoing Professional Development Offerings for Service Coordinators

HIGHLY
RECOMMENDED

Face to face (in person) offerings:

- Partnering for Success - Foundational Institute
- Making it Work – Determining Eligibility and Sharing Information with
- Measuring the Success of EI - Building Understanding, Consensus & Collaboration
- Early Intervention: Strategies for Successful Collaboration
- Modern Family Institute
- Family Centered Practices in Early Intervention Institute
- Pressure of Poverty: Effects on Young Children and Their Families

Online offerings:

- Coordinating Care Between Early Intervention and Primary Medical Care Home
- Completing the Fax Back Referral Form
- The Standardized Referral Form
- Using your Facilitation Skills to be an Effective Host
- Beyond Mandated Reporting – Recognizing and Reporting Child Abuse
- Transition: Understanding Least Restrictive Environment

Other offerings that may be of interest will appear throughout the year, including annual conferences and periodic live webinars so please remember to check the EI Training Program calendar at least once a month to see what has been added and what might interest you as you work to develop your skills.

Additional Resources to Explore:

- [Early Intervention Training Program \(EITP\) Resources](#) - The "Resources" section of the EITP website contain a culmination of state and national resources on a variety of topics specific to early intervention. Each topic box found on this page includes a link to a resource page that provides additional information related to that particular topic including but not limited to *Service Coordination Resources, Child and Family Connections Resources, and Family Resources*.
- [Illinois Service Coordination Community of Practice \(IL SC CoP\)](#) - The IL SC CoP is a place for service coordinators currently working in the Illinois Early Intervention system to partner and support each other in the very important work that they do. Members have the ability to participate in quarterly meetings, post comments, request support and share resources with one another.
- **Division for Early Childhood (DEC) Recommended Practices** – If you want to know more about best practices and the research that supports these practices in early intervention and early childhood settings, explore the [DEC Recommended Practices](#) and see how they can guide your work. Then explore the practice guides and tools that have been developed by the [Early Childhood Technical Assistance \(ECTA\) Center](#) to support early interventionists (including service coordinators) and families as they implement the DEC Recommended Practices.
- [EI Strategies for Success Blog](#) - Articles feature tips and strategies for using best practices, follow up from professional development activities, and other topics relevant to early interventionists and service coordinators. The blog is hosted in Virginia but still has meaningful information that pertains to anyone serving children and families in EI. You can search by topic and subscribe if you want to get alerts for when new articles are posted.

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Important Newsletters

- [Early Intervention Training Program](#) – Stay informed on current and upcoming events and ongoing professional development activities by subscribing to the EITP newsletter.
- [Early Intervention Clearinghouse](#) – Subscribe to this one and you will learn about family friendly resources in EI. In fact, share this with families too and encourage them to sign up!
- [Provider Connections](#) – Stay informed on things that can impact your credential. Once you receive your full credential you will receive emails from Provider Connections so no need to “subscribe” but rather pay attention to them when they are distributed.

Recommended Readings

- [Seven Essentials For Family Professional Partnerships in EI – by Bonnie Keilty](#) – available through the IL EI Clearinghouse Lending Library
- [The Early Intervention Workbook](#) - available through the IL EI Clearinghouse Lending Library
- [Disability is Natural Library of Articles](#)
- Thinking of another book you’d like to explore? **Search the IL EI Clearinghouse Library** to see if it is available: <https://eiclearinghouse.org/resources/library/>

Videos

EITP Videos: This page includes the EITP YouTube channel and videos produced by EITP to increase the awareness and build understanding of Early Intervention (EI) and support EI team members as the work with children and families. Additionally, EITP offers supplements to help introduce EI to families and describe the partnership between EI, families and child care providers.