Early Intervention Credential Extension Request Form

All requests for Temporary and Full Credentials extensions must be received by Provider Connections 30 prior to credential expiration

Temporary Credential Status Extensions

A credential extension of up to **6 months** for credentialed Specialist and Associate Level Credentialed providers & **90 days** for credentialed Service Coordinators and Parent Liaisons may be granted due to non-compliance with Supervised Professional Experience and/or completion of training requirements established due to extreme hardship or extenuating circumstances. Such requests will be evaluated on an individual case basis and must follow the prescribed procedures below.

A letter from a CFC manager must accompany any request for a Temporary Credential Status extension in which the reason for the extension is the inability to accrue the required number of Supervised Professional Experience hours within the assigned time frame. THE REQUEST FROM THE CFC MANAGER MUST BE AT LEAST 30 DAYS PRIOR TO THE EXPIRATION DATE.

Full Credential Status Extensions

A credential extension of up to **3 months** for Full Credentialed Providers may be granted due to non-compliance with the Continuing Professional Education requirements. Extension requests will be evaluated on an individual case basis due to extreme hardship and/or extenuating circumstances.

Extensions must be requested via this form.

TO BE COMPLETED BY PERSON REQUESTING EXTENSTION

Date: _____

Provider Name Requesting Extension: _____

Credential & Credential #: _____

Date of Credential Expiration: _____

Reason for Extension Request: _____

_____

_____

_____

FOR OFFICE USE ONLY

Extension Request: _____ Approved _____ Denied

Reason Denied: _____

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