

Employer Verification: Early Intervention Service Coordinator Applicant

This form may be used by an Early Intervention (EI) service coordinator credential applicant to obtain verification

A) from an EI service coordination agency that the applicant is employed or under contract, or

B) of required number of hours worked for credential

- **Initial Five-Year:** At least 1,000 hours during the most recent 5- year period as an EI service coordinator and/or directly providing EI services through an IFSP
- **Renewal Five-Year:** At least 4,000 hours during most recent five-year period as an EI service coordinator, and/or directly providing EI services through IFSP

Applicant name	DOB	Type of credential currently held	Expiration date	
OPIN	Applying for			
	Initial One-year	One-year renewal	Initial Five-year	Five-year renewal

Select the type of verification requested.

A) Verification by an EI service coordination agency that the applicant is employed or under contract as an EI service coordinator (required for one year credential).

I attest that the applicant is employed by or under contract with this EI service coordination agency.

Employer representative name Employer representative signature Date of verification

Agency name Representative position/title Representative phone and email

B) Employer verification of hours worked as an EI service coordinator or directly providing EI services through the IFSP during the most recent five-year period.

I attest that the applicant has:

Worked at least _____ (number of) hours as an Early Intervention service coordinator during the time period from _____ (month and year) to _____ (month and year)

And/or

Worked at least _____ (number of) hours directly providing Early Intervention services through individualized family service plans (IFSP) during the time period from _____ (month and year) to _____ (month and year)

Employer representative name

Employer representative signature

Date of verification

Agency name

Representative position/title

Representative phone and email