



SI Webinar/SI Mentorship

Application for Participation - FY2017 Session 2

The Alabama Early Intervention System (AEIS) requires all individuals who are currently employed by an AEIS-supported Early Intervention program or an AEIS-approved Vendor and would like to provide Special Instruction services for AEIS to complete the AEIS Special Instruction Core Curriculum (AEIS SICC) within 2 years from initial employment in an AEIS-supported program. Those individuals with degrees in early childhood special education, education for hearing impairment (in settings serving children with hearing impairments) or education for visual impairment (in settings serving children with vision impairments) are not required to complete this training.

The SI Webinar/SI Mentorship (AEIS SICC) is a 20 week program of study. It is designed to provide instruction that partially replicates the information presented in college/university programs of early childhood special education, but it is not the equivalent of a college degree nor a teaching certificate; does not provide CEUs; and does not guarantee employment in an AEIS-supported program.

The SI Webinar is a 12-week intensive training composed of studies on:

Lesson 1: Foundations of Special Instruction

Lesson 2: Developmental Theory (and the importance of Play)

Lesson 3: Building Partnerships and Teams

Lesson 4: Interventions with Specific Populations

Lesson 5: Effective Instructional and Accommodative Practices

Lesson 6: Summative Activities & SI Mentorship Preparation

Immediately following the successful completion of the SI Webinar, an 8-week SI Mentorship must be completed within an EI setting and under the supervisor of an approved Mentor.

The SI Webinar/SI Mentorship Session 2 for FY2017 begins Monday, 1/2/17 and ends Sunday, 5/21/17. The Application for Participation (AP) in this Session must be in the SI Webinar/SI Mentorship Office by Friday, 11/25/16 in order to be considered for participation in the FY2017 Session 2. If approved s/he will be registered in the FY2017 Session 2. Late enrollment will not be accepted; therefore, APs received after this deadline will not be processed for the FY2017 Session 2 and will not be forwarded to the next Session.

How to Apply for Participation

To qualify for participation in the SI Webinar/SI Mentorship, the applicant must be currently employed by an AEIS-supported EI Program OR a current AEIS-approved Vendor. The SI Webinar/SI Mentorship is not available to anyone who does not meet this requirement. AEIS requires all individuals who meet this requirement to fully complete and submit this Application for Participation (AP).

For an Individual CURRENTLY EMPLOYED by an AEIS-Supported EI Program

The following sections of the Application for Participation (AP) must be fully completed:

Pre-Registration

Requirement 1

Requirement 2

Requirement 3

Requirement 4

Requirement 5

Requirement 6

Conditions

Closing

APs will not be processed if the sections listed above are not fully completed.

For an Individual Who Is CURRENTLY an AEIS-APPROVED VENDOR

The following sections of the Application for Participation (AP) must be fully completed:

Pre-Registration

Requirement 1

Requirement 2

Requirement 3

Requirement 4

Requirement 7

Requirement 8

Conditions

Closing

NOTE: In addition to the sections listed, a current AEIS Approved Vendor must submit with this AP documentation from the AEIS State Office which confirms this status. APs will not be processed if the sections listed above are not fully completed and the documentation from the AEIS State Office confirming Vendor status is absent.

Please do **not** complete sections designated for Currently Employed by an AEIS Supported EI Program and sections designated for Currently an AEIS Approved Vendor. Only ONE grouping of sections must be completed.

Please complete the grouping of sections that apply to you, and please print clearly and legibility. If the writing is not legible, the AP will not be processed.

Who Must Attend

The SI Webinar/SI Mentorship is required of all individuals who are currently employed by an AEIS-supported Early Intervention program or a current AEIS-approved Vendor seeking AEIS approval to provide Special Instruction services within an AEIS-supported program, do not hold a degree in early childhood special education, education for hearing impairment (in settings serving children with hearing impairments) or education for visual impairment (in settings serving children with vision impairments) and have not successfully completed all of the AEIS SICC. Individuals who completed some, but not all of the in-classroom in-services (AEIS SICC) must transfer into this online format and complete it in its entirety.

FY2017 Session 2 (1/2/17-5/21/17) - AEIS SI Webinar/SI Mentorship

SI Webinar

The FY2017 Session 2 SI Webinar is open for a 12-week period.

SI Webinar – 1/2/17-3/26/17

1/2/17-1/15/17 – Lesson 1: Foundations of Special Instruction

1/16/17-1/29/17 – Lesson 2: Developmental Theory (and the Importance of Play)

1/30/17-2/12/17 – Lesson 3: Building Partnerships and Teams

2/13/17-2/26/17 - Lesson 4: Interventions with Specific Populations

2/27/17-3/12/17 – Lesson 5: Effective Instructional and Accommodative Practices

3/13/17-3/26/17 - Lesson 6: Summative Activities & SI Mentorship Preparation

It is not a self-paced study. It is an intense distance learning format with weekly assignments, online learning activities, and examinations with due dates. It requires 4-6 hours of work each week. The entire SI Webinar must be successfully completed during this 12-week time period (1/2/17-3/26/17). If it is not successfully completed during this Session (a final grade of at least 80% NOTE: Grades are not rounded upward; therefore a grade of 79.9% is not a passing grade), the AEIS State Office and his/her Supervisor (and Mentor if not the Supervisor) and EI Program Director will be notified; and, s/he will be required to enroll in another FY2017 Session and complete it in its entirety regardless of how far they progressed in the previous Session. They will not proceed to the SI Mentorship. Individuals will have 2 attempts to successfully complete the SI Webinar. If after 2 attempts an individual does not successfully complete it, the AEIS State Office and her/his Supervisor will be notified; and, s/he will not proceed to the SI Mentorship resulting in not being recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services within an AEIS supported program.

SI Mentorship

The FY2017 Session 2 SI Mentorship must extend 8 full weeks as follows.

SI Mentorship – 3/27/17-5/21/17

3/27/17-4/2/17 – Week 1

4/3/17-4/9/17 – Week 2

4/10/17-4/16/17 – Week 3

4/17/17-4/23/17 – Week 4

4/24/17-4/30/17 – Week 5

5/5/17-5/7/17 – Week 6

5/8/17-5/14/17 – Week 7

5/15/17-5/21/17 – Week 8

Immediately following the successful completion of the SI Webinar, the individual will be referred to as a SI Candidate. At that point s/he must successfully complete an **8-week SI Mentorship from 3/27/17 – 5/21/17** in an EI setting and under the supervision of a Mentor. The SI Mentorship documentation is due in the SI Webinar/SI Mentorship Office by **5/24/17**. The SI training is not complete and the individual will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services within an AEIS supported program until the SI Webinar and SI Mentorship are successfully completed. It is the responsibility of the SI Candidate and his/her Mentor to arrange and complete this SI Mentorship within the designated 8-week period as well as to submit supporting documentation to the SI Webinar/SI Mentorship Office by the given deadline. SI Candidates will have 2 attempts to successfully complete this SI Mentorship. If after 2 attempts s/he does not successfully complete it, s/he will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of services within an AEIS supported program. Additionally, if a SI Candidate successfully completes the SI Mentorship but his/her Mentor does not submit the appropriate documentation to the SI Webinar/SI Mentorship Office the SI Candidate will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services within an AEIS supported program.

Pre-Registration

If approved for participation in the SI Webinar/SI Mentorship, I would like to participate in the FY2017 Session 2. I understand that the SI Webinar is designed to provide instruction that partially replicates the information presented in college/university programs of early childhood special education, but it is **not** the equivalent of a college degree nor a teaching certificate; does not provide CEUs; and does not guarantee employment in an AEIS supported program. I also understand that I must earn a final overall grade of at least 80% (NOTE: Grades are not rounded upward; therefore a grade of 79.9% is not a passing grade) in order to successfully complete the SI Webinar and proceed into the SI Mentorship. If I do not earn this final overall grade, I understand that I will be required to re-enroll in another Session and complete the SI Webinar in its entirety with a 2 attempt limit.

>>Applicant's Signature: _____ Date: _____

Printed Name: _____

E-Mail Address: _____

IMPORTANT NOTE: Only e-mail will be used to communicate information about the SI Webinar/SI Mentorship. It is your responsibility to provide a working, accessible e-mail address and your responsibility to read your e-mails in a timely fashion.

Only individuals who are currently employed by an AEIS supported EI program OR a current AEIS Approved Vendor and meet all of the following designated **Requirements** and **Conditions** will be considered for participation in the SI Webinar/SI Mentorship.

Requirement 1

An individual must hold one of the following degrees to be accepted into the SI Webinar/SI Mentorship:

Audiology: Licensed in Alabama as an Audiologist with Doctoral degree (Au.D.)

Child Development: Bachelor's degree in Child Development

Counseling: Master's or Doctoral degree in Counseling with Licensed Professional Counselor (LPC) or Master's degree or above in counseling with Associate Licensed Counselor (ALC)

Dietetic: Registered in Alabama as a Dietitian - Bachelor's degree in Dietetics

Education: Bachelor's degree in Early Childhood, Bachelor's degree in Elementary Education or Bachelor's degree in Special Education

Marriage and Family Therapy: Master's or Doctoral degree - Licensed Marriage and Family Therapist

Medicine: Licensed Doctor of Medicine (MD), Licensed Physician Assistant M.S.P.A.S. or Certified Registered Nurse Practitioner

Music Therapy: Board Certified Music Therapist – RMT, CMT, or ACMT

Nursing: Registered Nurse in Alabama –BSN Bachelor's degree or Certified Registered Nurse Practitioner in Alabama

Occupational Therapy: Licensed Occupational Therapist in Alabama

Orientation/Mobility: Certified Orientation/Mobility Specialist with Bachelor's degree in Visual Impairments

Other: Bachelor's Degree in other related human service fields specific to working with children and families. The following fields of study are acceptable to proceed with the Special Instruction Webinar/Special Instruction Mentorship: Adaptive Physical Education, Behavioral Science, Communication Disorders, Family and Child Development, General Education, Human Development, Human Services, Social Welfare, and Therapeutic Recreation.

Physical Therapy: Licensed Physical Therapist in Alabama

Psychology: Bachelor's degree in Psychology or Ph.D. - Licensed Psychologist in Alabama with coursework and supervised experience in area of child and family

Rehabilitation: Bachelor's degree in Rehabilitation - Disability Studies or Master's degree in Rehabilitation Counseling

Social Work: Licensed Social Worker - Bachelor's degree in Social Work

Sociology: Bachelor's degree in Sociology

Speech/Language Pathology: Certified and Licensed Speech/Language Pathologist in Alabama

Vision: Ophthalmologist - Licensed Doctor of Medicine (MD)/Licensed Ophthalmologist in Alabama or Optometrist - Licensed Optometrist in Alabama

Conditional Other – Individuals in this category must receive approval by the Personnel Review Committee before being considered for participation in the SI Webinar/SI Mentorship and provide evidence of this approval with the submitted Application for Participation.

Individuals in this category hold a Bachelor's Degree in other health and human service fields coupled with a minimum of 1000 hours experience in working with very young children with

disabilities, age birth to three, and their families. NOTE: For individuals falling within the Conditional Other category the Personnel Review Committee, a part of the Personnel Subcommittee, must review documentation to determine if the individual's qualifications meet requirements. This individual must submit the following records to the Personnel Review Committee and be approved by the Personnel Review Committee prior to submitting the Application for Participation in in the SI Webinar/SI Mentorship. **The process is:**

Step 1. Complete, sign and notarize the Early Intervention Experience Form documenting 1000 hours of acceptable experience in working with very young children with disabilities, age birth to five, and their families. Please contact Shannon Foster at Shannon.Foster@rehab.alabama.gov to obtain this Form. Submit an Official Transcript to the Personnel Review Committee documenting the degree. Submit to the Personnel Review Committee a resume or vita with documentation of previous employment, educational experience, and any additional training related to service delivery for very young children, age birth to five, and their families. Inquiries and documents for review must be submitted to Shannon Foster, AEIS State Office, 602 S. Lawrence Street, Montgomery, AL 36104 or email Shannon.Foster@rehab.alabama.gov.

Step 2. The Personnel Review Committee will examine the documentation and determine within 30 days of submission (with a consensus 4/4 vote) whether the individual is qualified.

Step 3. When you have received approval from the Personnel Review Committee, submit written documentation of approval with this Application for Participation. If such documentation does not accompany this Application for Participation, it will be filed as incomplete and will not be processed. Please do not submit an Application for Participation until you have received approval from the Personnel Review Committee.

>>Applicant's Name: _____

Degree from this list you currently hold: _____

Name of College/University Granting the Degree: _____

Your Name as on the Official Transcript: _____

Your Name as on the License/Certification: _____

Year Degree Received: _____ Type/Year of License/Certification (as applicable): _____

You are required to submit to the AEIS State Office in Montgomery, Alabama an **Official Transcript** from the college/university which granted this degree and, as applicable, a copy of your License/Certification. (Note: Official Transcript is defined as a transcript mailed to the following address by the university granting the degree in an officially sealed envelope and notarized as Official Transcript.) Applications for Participation in the SI Webinar/SI Mentorship will not be processed until the AEIS State Office receives your Official Transcript. **Your Official Transcript must arrive in the AEIS State Office BEFORE the deadline for this Application for Participation. Please have your Official Transcript mailed (US Postal) to: AEIS State Office**

**Attention: Amy Blakeney
602 South Lawrence Street
Montgomery, Alabama 36104**

I read and understand **Requirement 1** and accept my responsibility to comply. I meet this **Requirement**.

>>Applicant's Signature: _____ Date: _____

Requirement 2

An individual must have the following computer skills/equipment:

-A working e-mail account that you can access daily and e-mail software capable of sending and receiving attached files as well as good e-mail utilization skills. Upon enrollment into the SI Webinar/SI Mentorship, you will be given a UWA e-mail address. However, prior to enrollment we must be able to communicate with you via your personal or business e-mail.

-A working computer connected to the Internet with a 56.9 kb modem or better that you can access daily as well as good Internet utilization skills. Not having a computer, computer problems, computer crashes, loss of Internet and/or lose of electricity are not acceptable excuses for late work/lack of participation/failure to meet deadlines. You are expected to have a back-up plan in case any of these occur.

-A working computer capable of running Netscape Navigator 7.0 or above, Internet Explorer 6.0 or above, or current versions of Firefox or Mozilla and good utilization skills. If you use older browser versions you will have compatibility problems with Blackboard (Bb).

-Microsoft WORD software. No MS-Works or WordPad. You must be able to access this software and have good utilization skills of Microsoft WORD.

-Virus protection software, installed and active, to prevent the spread of viruses via the Internet and e-mail. You must continually update.

-Dial-up connections are not recommended. These are very slow and could prevent you from gaining full access to the SI Webinar.

I read and understand **Requirement 2** and accept my responsibility to comply. I meet this **Requirement**.

>>Applicant's Signature: _____ Date: _____

Requirement 3

The SI Webinar/SI Mentorship is a 20-week commitment (12 full weeks in the SI Webinar and 8 full weeks in the SI Mentorship) which must be completed within the designated time period.

Once an individual begins this training, s/he is expected to follow the schedule and complete the work within the specified timeframe. Individuals should not register for a Session unless they

know they will be able to fully participate and successfully complete it during the given timeframe. Extensions will not be given. Any work missed will result in repeating the SI Webinar/SI Mentorship in its entirety with a limit of 2 attempts.

SI Webinar: The SI Webinar is not a self-paced study. It is an intense distance learning format with weekly assignments, online learning activities, and examinations all with due dates. It requires 4-6 hours of work each week. The entire SI Webinar must be successfully completed (defined as earning a final overall grade of at least 80% NOTE: Grades are not rounded upward; therefore, a grade of 79.9% is **not** a successful completion of the SI Webinar) during its designated 12-week time period (2 weeks/Lesson). If it is not successfully completed during the Session, the AEIS State Office and his/her Supervisor (and Mentor if not the Supervisor) and EI Program Director will be notified; and, s/he will be required to enroll in a following Session and complete it in its entirety regardless of how far they progressed in the previous Session. They will not proceed to the SI Mentorship. Individuals will have 2 attempts to successfully complete the SI Webinar. If after 2 attempts an individual does not successfully complete it, the AEIS State Office and her/his Supervisor (and Mentor if not the Supervisor) and EI Program Director will be notified; and, s/he will not proceed to the SI Mentorship resulting in not being recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services within an AEIS supported program. Special Note: An individual will not be qualified to bill for SI services upon the successful completion of the SI Webinar. This designation will not be given until the SI Webinar and the SI Mentorship are successfully completed.

SI Mentorship: Immediately following the successful completion of the SI Webinar, the individual will be referred to as a SI Candidate. At that point s/he must successfully complete an 8-week SI Mentorship in an AEIS-supported EI setting and under the supervision of an approved Mentor. The SI training is not complete until the SI Webinar and SI Mentorship are successfully completed. It is the responsibility of the SI Candidate and his/her Mentor (and Supervisor if the Mentor is not the Supervisor) to arrange and complete this SI Mentorship within the designated 8-week period as well as to submit supporting documentation to the SI Webinar/SI Mentorship Office by the given deadline. The SI Candidate will have 2 attempts to complete the SI Mentorship. If after 2 attempts a SI Candidate does not successfully complete it, the AEIS Office will be notified and the SI Candidate will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services within an AEIS supported program. Additionally, if a SI Candidate successfully completes the SI Mentorship but his/her Mentor (and Supervisor if the Mentor is not the Supervisor) does not submit the appropriate documentation to the SI Webinar/SI Mentorship Office the SI Candidate will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services within an AEIS supported program.

I read and understand **Requirement 3** and accept my responsibility to comply.

>>**Applicant's Signature:** _____ **Date:** _____

Requirement 4

Individuals accepted into the SI Webinar/SI Mentorship are required to purchase a textbook which will be used throughout the online in-service. This textbook may be purchased as an e-textbook (\$30 for a 180 day access) or as a hard copy (\$60) which is preferred. A valid credit card is needed for purchase of the textbook. Upon acceptance, individuals are required to have their textbook on the first day of class and throughout their participation in the SI Webinar/SI Mentorship. Failure to comply will impair an individual's ability to successfully complete the SI Webinar/SI Mentorship. Not having the textbook is not an excuse for late or absent work.

I read and understand **Requirement 4** and accept my responsibility to comply.

>>Applicant's Signature: _____ Date: _____

The following Requirement applies to and must be completed by an Applicant who is CURRENTLY EMPLOYED by an AEIS supported EI Program. This section does NOT apply to an Applicant who is currently an AEIS Approved Vendor.

Requirement 5

Upon successful completion of the SI Webinar (defined as earning a final grade of at least 80% NOTE: Grades are not rounded; therefore, a grade of 79.9% is not a passing grade), the individual is referred to as a SI Candidate. The SI Mentorship is an integral component of the SI training that provides SI Candidates with the opportunity to demonstrate competency and mastery of SI knowledge and skills in a live Early Intervention setting. It is designed to assist SI Candidates in assuming the duties of a Special Instructor, and it begins immediately following the successful completion of the SI Webinar for a designated 8-week period. The SI Mentorship must be conducted within the SI Candidate's EI Program and under the supervision of the approved Mentor (and Supervisor if the Mentor is not the Supervisor). The SI training is not complete and the SI Candidate will not be recognized by the AEIS Office as a Special Instructor or approved for billing of SI services until the SI Webinar and SI Mentorship are successfully completed. It is the responsibility of the SI Candidate and his/her Mentor (and Supervisor if the Mentor is not the Supervisor) to arrange and complete this SI Mentorship within the designated 8-week period as well as to submit supporting documentation to the SI Webinar/SI Mentorship Office by the given deadline. During this SI Mentorship, the SI Candidate is mentored by a Mentor who is certified in the area of Early Childhood Special Education or is recognized as a Special Instructor by the AEIS Office.

SI Candidate Responsibilities:

-Demonstrate competency in infant/toddler evaluation and assessment (E&A), preparation and implementation of intervention plans, monitoring student progress, and writing progress notes. -

Communicate in a timely manner with the assigned Mentor (and Supervisor if the Mentor is not the Supervisor).

- Work with Mentor (and Supervisor if the Mentor is not the Supervisor) to ensure that all required documentation is complete.
 - Follow and participate in the schedule as given to her/him by her/his Mentor (and Supervisor if the Mentor is not the Supervisor).
 - Establish goals and objectives with the Mentor (and Supervisor if the Mentor is not the Supervisor) for the SI Mentorship experience and agree on a plan to be used during this experience.
 - Share ideas, intervention plans, and methodology with the Mentor (and Supervisor if the Mentor is not the Supervisor).
 - Create intervention plans that satisfy state standards with the guidance of the Mentor (and Supervisor if the Mentor is not the Supervisor).
 - Keep student information confidential.
 - Demonstrate collegiality with other team members, respect for the families of the children being served, respect for administrative authority, high standards of loyalty and service, and a good sense of humor
 - Adhere to AEIS and EI program rules and policies
 - Set a good example in personal hygiene and professional attire
 - Exhibit punctuality and consistent attendance. Notify Mentor (and Supervisor if the Mentor is not the Supervisor) as soon as possible if an absence is necessary
 - Other as found necessary by the Mentor (and Supervisor if the Mentor is not the Supervisor).
 - A maximum of five (5) absences will be allowed during the SI Mentorship 8-week experience. Any absences in excess of five will result in an unsuccessful SI Mentorship and the SI Candidate will be required to participate in a remediation SI Mentorship for 8 additional weeks (which would be classified as the second attempt). If the SI Candidate does not successfully complete the remediation SI Mentorship (the second attempt), s/he will not be recognized as a Special Instructor by the AEIS Office and will not be approved for billing of SI services.
- Special Note: Until an individual successfully completes the SI Webinar and the SI Mentorship, they are not recognized by the AEIS Office as a Special Instructor or approved for billing of SI services. An individual has 2 attempts to successfully complete the SI Webinar and 2 attempts to successfully complete the SI Mentorship. If any one of these is not successfully completed on the second attempt, the individual will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services within an AEIS supported program. Additionally, if a SI Candidate successfully completes the SI Mentorship but his/her Supervisor and Mentor do not submit the appropriate documentation to the SI Webinar/SI Mentorship Office s/he will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services within an AEIS supported program.

I read and understand **Requirement 5** and, if approved for participation in the SI Webinar/SI Mentorship, accept my responsibility to comply. I also understand I will not proceed to the SI Mentorship if I do not successfully complete the SI Webinar (defined as earning a final overall

grade of at least 80% NOTE: Grades are not rounded; therefore, a grade of 79.9% is not a passing grade).

>>Applicant's Signature: _____ Date: _____

The following Requirement applies to and must be completed by the Mentor (and Supervisor if the Mentor is not the Supervisor) and EI Program Director of an Applicant who is CURRENTLY EMPLOYED in their AEIS supported EI Program. There is also a signature line for the Applicant. This section does NOT apply to an Applicant who is currently an AEIS Approved Vendor.

Requirement 6

Upon successful completion of the SI Webinar (defined as earning a final overall grade of at least 80% NOTE: Grades are not rounded; therefore, a grade of 79.9% is not a passing grade), the individual is referred to as a SI Candidate. The SI Mentorship plays an important role in the SI Candidate's development as an effective and competent Special Instructor, and the experience and theoretical knowledge the Mentor (and Supervisor if the Mentor is not the Supervisor) shares with the SI Candidate is one of the keys to the success of this SI Mentorship experience. The Mentor must be certified in the area of Early Childhood Special Education or recognized as a Special Instructor by the AEIS State Office and be available to oversee, evaluate, and provide meaningful feedback to the SI Candidate. The Mentor (and Supervisor if the Mentor is not the Supervisor) should be comfortable with using evaluation instruments, standard observation techniques, feedback, and coaching strategies in an effort to assist the SI Candidate in the development of their SI skills and knowledge. The SI Mentorship begins immediately following the SI Candidate's successful completion of the SI Webinar and extends a designated 8-week period. During this time, the Mentor (and Supervisor if the Mentor is not the Supervisor) guides the SI Candidate through the process of demonstrating effective SI skills. It is the responsibility of the SI Candidate and his/her Mentor (and Supervisor if the Mentor is not the Supervisor) to arrange and complete this SI Mentorship within the designated 8-week period as well as to submit supporting documentation to the SI Webinar/SI Mentorship Office by the given deadline. The SI training is not complete and the SI Candidate will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services until the SI Webinar and SI Mentorship are successfully completed.

Mentor Qualifications

- The Mentor must hold a degree in Early Childhood Special Education or be recognized as a Special Instructor by the AEIS State Office.
- The Mentor must be the Supervisor of the SI Candidate within the EI Program. If the Mentor is not the Supervisor, the Mentor and Supervisor are expected to work closely together during the SI Mentorship.

-The Mentor must be willing and available to serve in this capacity during the entire 8-week SI Mentorship.

Note: If these qualifications are not met, the Mentor will not be approved to serve as the Mentor in this SI Mentorship and the Applicant named in this AP will be delayed in beginning his/her SI Webinar.

Mentor (and Supervisor if the Mentor is not the Supervisor) Responsibilities

-Act as a resource person to the SI Candidate by providing sources of information and by being available through phone or e-mail contact, cooperatively deriving workable solutions if difficulties arise.

-Review and provide constructive feedback to the SI Candidate on his/her assessment skills, development and delivery of SI services, behavior management skills, and progress note preparation.

-Set and communicate standards for team work, assessment, intervention planning and delivery, and progress note preparation.

-If possible, provide SI Candidate with opportunities to observe infants/toddlers and Special Instructors in other settings within the EI Programs or in other EI Programs.

-Explain the procedure of transition.

-Require the SI Candidate to attend professional meetings, such as team meetings, IFSP meetings, and other program meetings.

-Assist the SI Candidate in developing identified skill and knowledge deficiencies throughout the SI Mentorship experience.

-Provide frequent support and encouragement to the SI Candidate.

-Read and comply with designated sections in this Application for Participation paying close attention to *Requirements 3, 5 and 6*.

-Prior to the start of the SI Mentorship, meet with the SI Candidate and explain their roles, duties, and responsibilities as a Special Instructor in your EI Program (as found in your Program's Special Instructor Job Description) as well as any pertinent information about program policies and procedures.

-The SI Mentorship must take place during the designated 8-week period immediately following the successful completion of the SI Webinar. The Mentor (and Supervisor if the Mentor is not the Supervisor) will be notified by e-mail of the SI Webinar completion status. If it has been successfully completed, a SI Mentorship Packet will be e-mailed to the Mentor (and Supervisor if the Mentor is not the Supervisor) and it is the Mentor's (and Supervisor if the Mentor is not the Supervisor) responsibility to promptly begin the SI Mentorship on the designated date and promptly end it 8 weeks later on the designated date as well as to submit required documentation to the SI Webinar/SI Mentorship Office by the given deadline.

If the SI Webinar has not been successfully completed, the Mentor (and Supervisor if the Mentor is not the Supervisor) and the AEIS State Office will be notified and the individual must enroll in the next SI Webinar. The Mentor (and Supervisor if the Mentor is not the Supervisor) can be helpful by urging the individual to complete the enrollment process for the next SI Webinar.

-The Mentor (and Supervisor if the Mentor is not the Supervisor) and SI Candidate will have a designated 8 weeks, which immediate following the successful completion of the SI Webinar, to successfully complete the SI Mentorship. The Mentor (and Supervisor if the Mentor is not the Supervisor) is responsible for notifying the SI Webinar/SI Mentorship Office of the SI Candidate's successfully completion or unsuccessfully completion of the SI Mentorship using the SI Mentorship Evaluation Form (which will be found in the SI Mentorship Packet). If the SI Mentorship has been successfully completed, the SI Webinar/SI Mentorship Office will notify the AEIS Office and the SI Candidate will be listed as an approved Special Instructor who qualifies for billing of SI services. If the SI Mentorship has not been successfully completed, the SI Webinar/SI Mentorship Office will notify the AEIS State Office and the SI Candidate will not be approved to deliver or bill for SI services in an AEIS supported program.

-During the designated 8-week SI Mentorship, the Mentor (and Supervisor if the Mentor is not the Supervisor) must complete 4 formal observations utilizing the SI Mentorship Observation Form (which will be found in the SI Mentorship Packet). Following each observation, the Mentor (and Supervisor if the Mentor is not the Supervisor) should discuss the results of the observation with the SI Candidate and keep records of these observations and meetings.

-If, during the SI Mentorship, the Mentor (and Supervisor if the Mentor is not the Supervisor) have any concerns regarding the SI Candidate it is their responsibility to immediately inform their EI Program Director and keep thorough records.

-If a SI Candidate does not successfully complete the SI Mentorship within the designated 8 week period and/or presents performance problems, it is the Mentor's (and Supervisor if the Mentor is not the Supervisor) responsibility to inform his/her EI Program Director and develop a written Remediation Plan for the SI Candidate as well as to notify the SI Webinar/SI Mentorship Office by submitting the AEIS End of SI Mentorship Evaluation Form (which will be found in the SI Mentorship Packet). At that point, the Mentor (and Supervisor if the Mentor is not the Supervisor) and SI Candidate will have 8 weeks to successfully complete the Remediated SI Mentorship (which is classified as the second attempt). At the end of this 8-week Remediated SI Mentorship, it is the Mentor's (and Supervisor if the Mentor is not the Supervisor) responsibility to complete and submit the AEIS End of SI Mentorship Evaluation to the SI Webinar/SI Mentorship Office. If the SI Candidate has successfully completed the Remediated SI Mentorship, his/her name will be given to the AEIS State Office and s/he will be listed as an approved Special Instructor who qualifies for billing of these services. If the SI Candidate does not successfully complete the Remediated SI Mentorship, s/he will not be approved to deliver or bill for SI in an AEIS supported program and will be listed as such.

-If a SI Candidate successfully completes the SI Mentorship but his/her Mentor (and Supervisor if the Mentor is not the Supervisor) does not submit the appropriate AEIS End of SI Mentorship Evaluation Form to the SI Webinar/SI Mentorship Office (via US Postal), the SI Candidate will not be listed as an approved Special Instructor who qualifies for billing of SI services.

-The SI Webinar/SI Mentorship Office will not contact the Mentor (and Supervisor if the Mentor is not the Supervisor) to obtain the AEIS End of SI Mentorship Evaluation Form. It is the responsibility of the Mentor (and Supervisor if the Mentor is not the Supervisor) to fully and accurately complete the AEIS End of SI Mentorship Evaluation Form and successfully submit it

to the SI Webinar/SI Mentorship Office. The Mentor (and Supervisor if the Mentor is not the Supervisor) will receive confirmation when an AEIS End of SI Mentorship Evaluation Form is received by the SI Webinar/SI Mentorship Office. If s/he does not receive this conformation within 3 days of sending it, it is the Mentor's (and Supervisor if the Mentor is not the Supervisor) responsibility to contact the SI Webinar/SI Mentorship Office to inquire.

Special Note: Until an individual successfully completes the SI Webinar and the SI Mentorship, s/he is not recognized by the AEIS Office as a Special Instructor or approved for billing of SI services. An individual has 2 attempts to successfully complete the SI Webinar and 2 attempts to successfully complete the SI Mentorship. If any one of these is not successfully completed, the individual will not be recognized by the AEIS State Office as a Special Instructor and will not have approval to bill for SI services. Additionally, if an individual successfully completes the SI Mentorship but his/her Mentor (and Supervisor if the Mentor is not the Supervisor) does not submit the appropriate documentation to the SI Webinar/SI Mentorship Office the individual will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services.

Applicant's Mentor - I read and understand all designated sections of this Application for Participation (AP) with specific attention to *Requirements 3, 5 and 6*, and accept my responsibility to comply. I am a recognized Special Instructor with the AEIS State Office; therefore, I qualify to serve as Mentor for the Applicant named in this AP. I understand that I must provide with this AP a copy of my Alabama Teacher's Certification which confirms my certification in Early Childhood Special Education OR a copy of my Certificate of Completion in the AEIS SI Core Curriculum. I accept this role of Mentor and understand AEIS does not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a Mentor. I understand that if I do not meet the qualification to serve as a Mentor, I will not be approved to serve in this capacity and the Applicant named in this AP will be delayed in beginning his/her SI Webinar. I also understand that the Applicant named in this AP is not recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services until s/he successfully completes the SI Webinar and the SI Mentorship and I have submitted the appropriate and required documentation to the SI Webinar/SI Mentorship Office. If I find performance problems with the SI Candidate during the SI Mentorship, I accept the responsibility of immediately notifying my EI Program Director and the SI Webinar/SI Mentorship Office. I understand that once I begin serving as the Mentor for the Applicant named in this AP I must complete it within the designated 8-week period and this 8-week period may extend into an additional 8-week period if my SI Candidate does not successfully complete the first attempt. If a second attempt is required, I accept the responsibility of developing a Remediated SI Mentorship and serving as Mentor in this Remediated SI Mentorship. If I find performance problems with the SI Candidate during the SI Mentorship, I accept the responsibility associated with resolving this.

>>**Mentor's Printed Name and Title:** _____

>>Mentor's Signature: _____ Date: _____

>>Mentor's E-mail Address (Required): _____

IMPORTANT NOTE: Only e-mail will be used to communicate information about the SI Webinar/SI Mentorship. It is your responsibility to provide a working, accessible e-mail address and read e-mails in a timely fashion.

Mentor - Please provide a brief statement explaining your Special Instructor qualifications:

Mentor for CURRENTLY EMPLOYED Applicant must submit a copy of his/her Alabama Teacher's Certification which confirms his/her certification in Early Childhood Special Education OR a copy of his/her Certificate of Completion in the AEIS SI Core Curriculum. Applications for Participation in the SI Webinar/SI Mentorship will not be processed if this is not provided with this Application.

Name of College/University Granting the ECSE Degree: _____

Year ECSE Degree Received: _____ Type/Year of ECSE Certification: _____

Mentor's Name as on the ECSE Certification: _____

Or,

Date of Completion of the AEIS Special Instruction Core Curriculum: _____

Mentor's Name as on the Certificate of Completion: _____

Applicant's Supervisor - I read and understand all designated sections of this Application for Participation (AP) with specific attention to *Requirements 3, 5 and 6*, and accept my responsibility to comply. I understand AEIS does not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a Supervisor. I also understand that the Applicant named in this AP is not recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services until s/he successfully completes the SI Webinar and the SI Mentorship and the Mentor and I have submitted the appropriate and required documentation to the SI Webinar/SI Mentorship Office. If I find performance problems with the SI Candidate during the SI Mentorship, I accept the responsibility of immediately notifying my EI Program Director and the SI Webinar/SI Mentorship Office. I understand that once the Applicant named in this AP begins the SI Mentorship it must be completed within the designated 8-week period and this 8-week period may extend into an additional 8-week period if my SI Candidate does not successfully complete the first attempt. If a second attempt is required, I accept the responsibility of developing a Remediated SI Mentorship and serving as Supervisor in this Remediated SI Mentorship. If I find performance problems with the SI Candidate during the SI Mentorship, I accept the responsibility associated with resolving this.

>>Supervisor's Printed Name and Title: _____

>>Supervisor's Signature: _____ Date: _____

>>Supervisor's E-mail Address Required): _____

IMPORTANT NOTE: Only e-mail will be used to communicate information about the SI Webinar/SI Mentorship. It is your responsibility to provide a working, accessible e-mail address and read e-mails in a timely fashion.

By completing and signing this document I, as EI Program Director, am confirming this Applicant is **currently employed** in my AEIS supported EI Program and accept all responsibility associated with allowing this SI Mentorship in my EI Program. If performance problems are found with the SI Candidate during the SI Mentorship, I accept the responsibility associated with resolving this. If this Applicant's employment in my AEIS supported EI Program is terminated during any point in the SI Webinar/SI Mentorship, I will promptly inform the SI Webinar/SI Mentorship office. I have read and understand this Application for Participation which has been completed by the Applicant named within and accept all terms and responsibilities.

EI Program Name: _____

EI Program Address: _____

City: _____ **State:** _____ **Zip Code:** _____ **Phone#:** () _____

>>EI Program Director's Printed Name: _____

>>EI Program Director's Signature: _____ Date: _____

>>EI Program Director's E-mail Address (Required): _____

IMPORTANT NOTE: Only e-mail will be used to communicate information about the SI Webinar/SI Mentorship. It is your responsibility to provide a working, accessible e-mail address and read e-mails in a timely fashion.

Applicant - I read and understand Requirement 6.

>>Applicant's Signature: _____ Date: _____

The following Requirement applies to and must be completed by an Applicant who is a CURRENT AEIS APPROVED VENDOR. This section does NOT apply to an individual currently employed by an AEIS supported EI Program.

Requirement 7

Upon successful completion of the SI Webinar (defined as earning a final overall grade of at least 80% NOTE: Grades are not rounded; therefore, a grade of 79.9% is not a passing grade), the individual is referred to as a SI Candidate. The SI Mentorship is an integral component of the SI training that provides SI Candidates with the opportunity to demonstrate competency and mastery of SI knowledge and skills in a live Early Intervention setting. It is designed to assist SI Candidates in assuming the duties of a Special Instructor, and it begins immediately following the successful completion of the SI Webinar for a designated 8-week period. The SI Mentorship must be conducted within an AEIS supported EI setting and under the supervision of an approved Mentor. **It is the responsibility of the Applicant to locate and secure a Mentor who meets the requirements as outlined in Requirement 8 of this Application for Participation.** The SI training is not complete and the SI Candidate will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services until the SI Webinar and SI Mentorship are successfully completed. It is the responsibility of the SI Candidate and his/her Mentor to arrange and complete this SI Mentorship within the designated 8-week period as well as to submit supporting documentation to the SI Webinar/SI Mentorship Office by the given deadline. During this SI Mentorship, the SI Candidate is mentored by an approved Mentor who is certified in the area of Early Childhood Special Education and/or recognized as a Special Instructor by the AEIS State Office.

SI Candidate Responsibilities:

- Maintain confidentiality at all times.
- Locate and secure a Mentor who meets the requirements as outlined in *Requirement 8* of this Application for Participation.
- Locate and secure an AEIS supported EI setting (EI Program) in which to conduct the SI Mentorship.
- Demonstrate competency in infant/toddler evaluation and assessment (E&A), preparation and implementation of intervention plans, monitoring student progress, and writing progress notes.
- Communicate in a timely manner with the Mentor.
- Work with the Mentor to ensure that all required documentation is complete.
- Follow and participate in the schedule as given to her/him by her/his Mentor.
- Establish goals and objectives with the Mentor for the SI Mentorship experience and agree on a plan to be used during this experience.
- Share ideas, intervention plans, and methodology with the Mentor.
- Create intervention plans that satisfy state standards with the guidance of the Mentor.
- Keep student information confidential.
- Demonstrate collegiality with other team members, respect for the families of the children being served, respect for administrative authority, high standards of loyalty and service, and a good sense of humor
- Adhere to AEIS and EI program rules and policies
- Set a good example in personal hygiene and professional attire

-Exhibit punctuality and consistent attendance. Notify Mentor as soon as possible if an absence is necessary

-Other as found necessary by the Mentor.

-A maximum of five (5) absences will be allowed during the SI Mentorship 8-week experience. Any absences in excess of five will result in an unsuccessful SI Mentorship and the SI Candidate will be required to participate in a remediation SI Mentorship for 8 additional weeks (which would be classified as the second attempt). If the SI Candidate does not successfully complete the remediation SI Mentorship (the second attempt), s/he will not be recognized as a Special Instructor by the AEIS State Office and will not be approved for billing of SI services.

Special Note: Until an individual successfully completes the SI Webinar and the SI Mentorship, they are not recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services. An individual has 2 attempts to successfully complete the SI Webinar and 2 attempts to successfully complete the SI Mentorship. If any one of these is not successfully completed on the second attempt, the individual will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services within an AEIS supported program. Additionally, if a SI Candidate successfully completes the SI Mentorship but his/her Mentor does not submit the appropriate documentation to the SI Webinar/SI Mentorship Office s/he will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services within an AEIS supported program.

To assist a CURRENT AEIS APPROVED VENDOR in locating a Mentor, the following is provided:

-Contact an AEIS Approved Vendor in your area who holds a degree/certification in Early Childhood Special Education or is recognized by the AEIS as a Special Instructor and inquire into the possibility of him/her serving as your Mentor.

-Contact an AEIS supported EI Program in your area and inquire into the possibility of one of their Special Instructors, who holds a degree/certification in Early Childhood Special Education and/or is recognized by the AEIS State Office as a Special Instructor, serving as your Mentor.

Note: The person selected as a Mentor must submit a copy of his/her Alabama Teacher's Certification which confirms his/her certification in Early Childhood Special Education or a copy of his/her Certificate of Completion in the AEIS SI Core Curriculum. It is the responsibility of the Vendor to see that the selected Mentor completes his/her sections of this Application for Participation in the SI Webinar/SI Mentorship. This Application will not be processed if the above mentioned documentation is not provided with this Application.

I read and understand **Requirement 7** and, if approved for participation in the SI Webinar/SI Mentorship, accept my responsibility to comply. I understand it is my responsibility to locate and secure a Mentor who meets the requirements outlined in **Requirement 8** of this Application for Participation (AP), and this must be completed before my AP will be processed. I understand that if I do not present a Mentor in this AP who meets the qualification to serve as a Mentor and agrees to serve in this capacity, I will not be approved for participation in any part of the SI training (including the SI Webinar). I understand it is my responsibility to locate and secure an

AEIS supported EI setting (EI Program) in which to conduct my SI Mentorship with my Mentor, and proof of this location must be completed before my AP will be processed. I understand that if an acceptable EI setting is not presented with this AP I will not be accepted for participation in any part of this SI training (including the SI Webinar). I understand that if I am accepted into this SI training and successfully complete the SI Webinar (defined as earning a final overall grade of at least 80% NOTE: Grades are not rounded; therefore, a grade of 79.9% is not a passing grade), but my Mentor and/or EI setting become unavailable for my SI Mentorship, I will not proceed into my SI Mentorship and will not be recognized by the AEIS as a Special Instructor. If this occurs, I will be required to repeat the SI Webinar/SI Mentorship AP process (which means if approved, you must also repeat the SI Webinar); however, only one additional attempt will be allowed.

>>Applicant's Signature _____ Date: _____

The following Requirement applies to and must be completed the Mentor of an Applicant who is a CURRENT AEIS APPROVED VENDOR. The AEIS supported EI Program Director in which the SI Mentorship is to be conducted must also complete and sign within this section. There is also a signature line for the Applicant.

Requirement 8

Upon successful completion of the SI Webinar (defined as earning a final overall grade of at least 80% NOTE: Grades are not rounded; therefore, a grade of 79.9% is not a passing grade), the individual is referred to as a SI Candidate. The SI Mentorship plays an important role in the SI Candidate's development as an effective and competent Special Instructor, and the experience and theoretical knowledge the Mentor shares with the SI Candidate is one of the keys to the success of this SI Mentorship experience. A Mentor for a Vendor must be certified in the area of Early Childhood Special Education or recognized as a Special Instructor by the AEIS State Office and be available to oversee, evaluate, and provide meaningful feedback to the SI Candidate. The Mentor should be comfortable with using evaluation instruments, standard observation techniques, feedback, and coaching strategies in an effort to assist the SI Candidate in the development of their SI skills and knowledge. Note: AEIS does not provide any type of stipend/honorarium/payment/reimbursement to an individual who serves as a Mentor to a Vendor.

The SI Mentorship begins immediately following the SI Candidate's successful completion of the SI Webinar and extends a designated 8-week period. During this time, the Mentor guides the SI Candidate through the process of demonstrating effective SI skills. It is the responsibility of the SI Candidate and his/her Mentor to arrange and complete this SI Mentorship within the designated 8-week period as well as to submit supporting documentation to the SI Webinar/SI Mentorship Office by the given deadline. The SI training is not complete and the SI Candidate

will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services until the SI Webinar and SI Mentorship are successfully completed.

Mentor Qualification

-The Mentor must hold a degree in Early Childhood Special Education or be recognized as a Special Instructor by the AEIS State Office.

-The Mentor must be willing and available to serve in this capacity during the entire 8-week SI Mentorship.

Note: If this qualification is not met, the individual will not be approved to serve as the Mentor in this SI Mentorship and the Applicant named in this AP will be delayed in beginning his/her SI Webinar.

Mentor Responsibilities

-Maintain confidentiality at all times.

-During the Application for Participation phase, assist my Mentee in securing an EI setting in which to conduct the SI Mentorship.

-Act as a resource person to the SI Candidate by providing sources of information and by being available through phone or e-mail contact, cooperatively deriving workable solutions if difficulties arise.

-Review and provide constructive feedback to the SI Candidate on his/her assessment skills, development and delivery of SI services, behavior management skills, and progress note preparation.

-Set and communicate standards for team work, assessment, intervention planning and delivery, and progress note preparation.

-If possible, provide SI Candidate with opportunities to observe infants/toddlers and Special Instructors in other settings within the EI Programs or in other EI Programs.

-Explain the procedure of transition.

-Require the SI Candidate to attend professional meetings, such as team meetings, IFSP meetings, and other program meetings.

-Assist the SI Candidate in developing identified skill and knowledge deficiencies throughout the Mentorship experience.

-Provide frequent support and encouragement to the SI Candidate.

-Read and comply with all sections in this Application for Participation paying close attention to **Requirements 3, 7 and 8.**

-Prior to the start of the SI Mentorship, meet with the SI Candidate and explain their roles, duties, and responsibilities as a Special Instructor as outlined in the AEIS Interagency Coordinating Council Personnel Standards and as given in the EI setting.

-The SI Mentorship must take place during the designated 8-week period immediately following the successful completion of the SI Webinar. The Mentor will be notified by e-mail of the SI Webinar completion status. If it has been successfully completed, a SI Mentorship Packet will be e-mailed to the Mentor and it is the Mentor's responsibility to promptly begin the SI Mentorship on the designated date and promptly end it 8 weeks later on the designated date as well as to

submit required documentation to the SI Webinar/SI Mentorship Office by the given deadline. If the SI Webinar has not been successfully completed (defined as earning a final overall grade of at least 80% NOTE: Grades are not rounded; therefore, a grade of 79.9% is not a passing grade), the AEIS State Office will be notified and the individual must enroll in the next SI Webinar. The Mentor can be helpful by urging the individual to complete the enrollment process for the next SI Webinar.

-The Mentor and SI Candidate will have a designated 8 weeks, which immediate following the successful completion of the SI Webinar, to successfully complete the SI Mentorship. The Mentor is responsible for notifying the SI Webinar/SI Mentorship Office of the SI Candidate's successfully completion or unsuccessfully completion of the SI Mentorship using the AEIS End of SI Mentorship Evaluation form (which will be found in the SI Mentorship Packet). If the SI Mentorship has been successfully completed, the SI Webinar/SI Mentorship Office will notify the AEIS State Office and the SI Candidate will be listed as an approved Special Instructor who qualifies for billing of SI services. If the SI Mentorship has not been successfully completed, the SI Webinar/SI Mentorship Office will notify the AEIS State Office and the SI Candidate will not be approved to deliver or bill for SI services in an AEIS supported program.

-During the designated 8-week SI Mentorship, the Mentor must complete two formal observations utilizing the AEIS SI Mentorship Observation Form A and AEIS SI Mentorship Observation Form B (which will be found in the SI Mentorship Packet). Following each observation, the Mentor should discuss the results of the observation with the SI Candidate and keep records of these observations and meetings.

-If, during the SI Mentorship, the Mentor has any concerns regarding the SI Candidate it is his/her responsibility to immediately inform the SI Webinar/SI Mentorship office and keep thorough records.

-If a SI Candidate does not successfully complete the SI Mentorship within the designated 8 week period and/or presents performance problems, it is the Mentor's responsibility to notify the SI Webinar/SI Mentorship Office by submitting the AEIS End of SI Mentorship Evaluation form (which will be found in the SI Mentorship Packet) and develop a written Remediation Plan for the SI Candidate. At that point, the Mentor and SI Candidate will have 8 weeks to successfully complete the Remediated SI Mentorship (which is classified as the second attempt). At the end of this 8-week Remediated SI Mentorship, it is the Mentor's responsibility to complete and submit the AEIS End of SI Mentorship Evaluation to the SI Webinar/SI Mentorship Office. If the SI Candidate has successfully completed the Remediated SI Mentorship, his/her name will be given to the AEIS State Office and s/he will be listed as an approved Special Instructor who qualifies for billing of these services. If the SI Candidate does not successfully complete the Remediated SI Mentorship, s/he will not be approved to deliver or bill for SI in an AEIS supported program and will be listed as such.

-If a SI Candidate successfully completes the SI Mentorship but his/her Mentor does not submit the appropriate AEIS End of SI Mentorship Evaluation form to the SI Webinar/SI Mentorship Office, the SI Candidate will not be listed as an approved Special Instructor who qualifies for billing of SI services.

-The SI Webinar/SI Mentorship Office will not contact Mentors to obtain the AEIS End of SI Mentorship Evaluation form. It is the responsibility of the Mentor to fully and accurately complete the AEIS End of SI Mentorship Evaluation form and successfully submit it to the SI Webinar/SI Mentorship Office. The Mentor will receive confirmation when an AEIS End of SI Mentorship Evaluation form is received by the SI Webinar/SI Mentorship Office. If s/he does not receive this conformation within 3 days of sending it, it is the Mentor's responsibility to contact the SI Webinar/SI Mentorship Office to inquire.

Special Note: Until an individual successfully completes the SI Webinar and the SI Mentorship, s/he is not recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services. An individual has 2 attempts to successfully complete the SI Webinar and 2 attempts to successfully complete the SI Mentorship. If any one of these is not successfully completed, the individual will not be recognized by the AEIS State Office as a Special Instructor and will not have approval to bill for SI services. Additionally, if an individual successfully completes the SI Mentorship but his/her Mentor does not submit the appropriate documentation to the SI Webinar Office the individual will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services.

Applicant's Mentor - I read and understand all sections of this Application for Participation (AP) with specific attention to **Requirements 3, 7 and 8**, and accept my responsibility to comply. I hold a degree in Early Childhood Special Education, or I am recognized as a Special Instructor by the AEIS Office; therefore, I qualify to serve as Mentor for the Applicant named in this AP. I understand that I must provide with this AP a copy of my Alabama Teacher's Certification which confirms my certification in Early Childhood Special Education or a copy of my Certificate of Completion in the AEIS SI Core Curriculum. I accept this role of Mentor and understand AEIS does not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a Mentor to a Vendor. I understand that if I do not meet the qualification to serve as a Mentor, I will not be approved to serve in this capacity and the Applicant named in this AP will be delayed in beginning his/her SI Webinar. I also understand that the Applicant named in this AP is not recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services until s/he successfully completes the SI Webinar and the SI Mentorship and I have submitted the appropriate and required documentation to the SI Webinar/SI Mentorship Office. If I find performance problems with the SI Candidate during the SI Mentorship, I accept the responsibility of immediately notifying the SI Webinar/SI Mentorship Office. I understand that once I begin serving as the Mentor for the Applicant named in this AP I must complete it within the designated 8-week period and this 8-week period may extend into an additional 8-week period if my SI Candidate does not successfully complete the first attempt. If a second attempt is required, I accept the responsibility of developing a Remediated SI Mentorship and serving as Mentor in this Remediated SI Mentorship.

>>**Mentor's Printed Name:** _____

>>**Mentor's Signature:** _____ **Date:** _____

>>Mentor's E-mail Address (Required): _____

IMPORTANT NOTE: Only e-mail will be used to communicate information about the SI Webinar/SI Mentorship. It is your responsibility to provide a working, accessible e-mail address and read e-mails in a timely fashion.

Mentor for CURRENT AEIS APPROVED VENDOR: You are required to submit a copy of your Alabama Teacher's Certification which confirms your certification in Early Childhood Special Education OR a copy of your Certificate of Completion in the AEIS SI Core Curriculum. Applications for Participation in the SI Webinar/SI Mentorship will not be processed if this is not provided with this Application.

Name of College/University Granting the ECSE Degree: _____

Year ECSE Degree Received: _____ Type/Year of ECSE Certification: _____

Mentor's Name as on the ECSE Certification: _____

OR,

Date of Completion of the AEIS SI Core Curriculum: _____

Mentor's Name as on the Certificate of Completion: _____

Mentor: Please provide a brief description of the EI setting in which this SI Mentorship would be conducted as well as a description of your affiliation with this EI setting.

Applicant's EI Program Director - By completing and signing this document, I, as EI Program Director, confirm this Applicant is a current AEIS Approved Vendor and I accept all responsibility associated with allowing this SI Mentorship in my AEIS supported EI Program. I have read and understand this Application for Participation which has been completed by the Applicant named within and accept all terms and responsibilities. If at any point in the SI Webinar/SI Mentorship this Applicant loses AEIS Approved Vendor status, I will promptly inform the SI Webinar/SI Mentorship Office.

>>EI Program Director's Name: _____

>>EI Program Director's Signature: _____

>>EI Program Director's E-mail Address (Required): _____

IMPORTANT NOTE: Only e-mail will be used to communicate information about the SI Webinar/SI Mentorship. It is your responsibility to provide a working, accessible e-mail address and read e-mails in a timely fashion.

EI Program Name: _____

EI Program Address: _____

City: _____ State: _____ Zip Code: _____ Phone#: () _____

Conditions

Applications for Participation (AP) will not be processed until all information has been received. Any portion of the AP which is not complete (such as missing signatures, missing data, missing official transcript, etc.) or is illegible will be viewed as an incomplete AP and will not be processed.

The AP packet must contain:

- Copy of License/Certification (as applicable)**
- Completed Application for Participation (with all designated sections completed)**
- A copy of your Mentor’s Alabama Teacher’s Certification which confirms his/her certification in Early Childhood Special Education OR a copy of his/her Certificate of Completion in the AEIS SI Core Curriculum**
- For an individual who is a current AEIS Approved Vendor, written documentation from AEIS State Office which confirms the Vendor status**
- For an individual falling within the Conditional Other category the Personnel Review Committee, a part of the Personnel Subcommittee, must approve participation in the SI Webinar/SI Mentorship; therefore, written documentation of approval must be submitted with this Application for Participation.**
- The AEIS State Office in Montgomery, Alabama must receive your Official Transcript (from the university/college in a sealed envelope) BEFORE the AP deadline for this Session of the SI Webinar/SI Mentorship.**

Individuals who do not meet all specified *Requirements* and *Conditions* will not be accepted into the SI Webinar/SI Mentorship. If an individual has not received e-mail notification of approval/denial within two days of submitting their Application, it is their responsibility to contact Dr. Debi Nowakowski (dnowakowski@uwa.edu) to inquire. Contact will not be initiated by AEIS or UWA to inform of incomplete Applications.

I read and understand the *Conditions*.

>>Applicant’s Signature: _____ **Date:** _____

After the review of the submitted Application for Participation, the individual will be notified by e-mail (using the e-mail address the individual recorded on the Application for Participation) of approval/denial. Please note, it is the responsibility of the individual to provide a working, accessible e-mail address with this Application for Participation as well as to read received emails in a timely fashion. Failure to do so will result in loss of important information regarding this Application for Participation and the SI Webinar/SI Mentorship. Only e-mail will be used

for all communicate about the SI Webinar/SI Mentorship. If approved, the individual will be registered into FY2017 Session 2 and notified by e-mail. His/Her name will be submitted to UWA and entered into the UWA Bb Learning System. Approximately 3 days before the start of the Session, UWA will e-mail the individual with Bb access information.

For Individuals Who Completed Some But Not All of the In-Classroom AEIS SICC: On 1 October 2009, the in-classroom AEIS SICC - Early Childhood Special Education In-Service Clusters was discontinued and the SI Webinar/SI Mentorship took the place of it. Individuals who participated in the in-classroom format (AEIS SICC), but did not successfully finish this series by the end of 30 September 2009 are required to participate in the SI Webinar/SI Mentorship and successfully complete it in its entirety. These individuals are required to complete this Application for Participation and mail it to the given AEIS SI Webinar/SI Mentorship address.

Closing

I read and understand all pages of this Application for Participation in the SI Webinar/SI Mentorship and accept my responsibility to comply.

>>Applicant's Signature: _____ Date: _____

>>Applicant's Mentor Signature: _____ Date: _____

>>Applicant's Supervisor Signature: _____ Date: _____

>>Applicant's EI Director Signature: _____ Date: _____

Please make a copy of your completed Application for Participation in the SI Webinar/SI Mentorship for your files.

Staple the original Application for Participation and send it (all 26 pages) with required documents by mail (US Postal) to:

**The Village at Lee Branch
Attention: Dr. Debi Nowakowski
1401 Doug Baker Blvd.
Suite 107-217
Birmingham, Alabama 35242**

Questions about the SI Webinar/SI Mentorship should be directed to Dr. Debi Nowakowski (Dr.N) at dnowakowski@UWA.edu.

We are pleased with the growth of the SI training and look forward to continuing our work with Dr.N as we “grow” the SI Webinar/SI Mentorship into an even better and more in-depth training program.

Thank you.

Betsy Prince
Coordinator, AEIS

Amy Blakeney
Assistant Coordinator, AEIS