



SPECIAL INSTRUCTION WORKSHOP/MENTORSHIP

Application for Participation (AP)

FY2018 Session 2 - Monday, 1/8/18 - Sunday, 5/20/18

Exciting changes have been made to the Special Instruction (SI) training for FY2018.

New Name - Special Instruction Workshop/Mentorship

New Partnership - Troy University

New Curriculum - Addresses the US Department of Education – Office of Special Education Programs (OSEP) Child Outcome Indicators (COTs) more effectively

New Textbook - Family-Centered Early Intervention: Supporting Infants and Toddlers in Natural Environments by Raver and Childress

This document provides details you and your Learning-Support Team (EI Program Director, Supervisor, and Mentor) need to know in order to enroll and benefit the most from this learning opportunity.

Please:

Provide the following information about the person requesting enrollment Participant

Name (please print) _____

Email Address _____

Provide the following information about Learning-Support Team members EI Program Director

Name (please print) _____

Email Address _____

Supervisor

Name (please print) _____

Email Address _____

Mentor

Name (please print) _____

Email Address _____

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- ☉ Read every page of this document
- ☉ After reading each page, initial the page in the space provided (bottom of the page) to confirm you have read, understand, and will comply
- ☉ Complete designated sections
- ☉ Verify the AP you will submit is complete (refer to the Checklist on the past page)
- ☉ Contact Dr. Nowakowski (dnowakowski@troy.edu) if you have questions
- ☉ Copy your AP for your files
- ☉ Mail your completed AP to:
 - Dr. Debi Nowakowski
 - 1401 Doug Baker Blvd.
 - Suite 107-217
 - Birmingham, Alabama 35242
- ☉ **The AP for this Session must arrive in the SI Workshop/Mentorship Office by Friday, 12/1/17 in order to be considered for participation in the FY2018 Session 2. If approved you will be enrolled in the FY2018 Session 2. Late enrollment will not be accepted; therefore, APs received after this deadline will not be processed for the FY2018 Session 2 and will not be forwarded to the next Session.**

WHO MUST PARTICIPATE

The Special Instruction (SI) Workshop/Mentorship was created to meet AEIS's requirement that all AEIS employees who fit into the following categories must complete an AEIS-Sponsored SI training (the SI Workshop/Mentorship) within 2 years from initial employment with AEIS:

- Currently employed to provide Special Instruction services in an AEIS-Supported Early Intervention Program
- Currently employed by AEIS to provide Special Instruction services as an AEIS-Approved Special Instruction Vendor

Note: Individuals who are currently employed to provide Special Instruction services in an AEIS-Supported Early Intervention Program or currently employed by AEIS to provide Special Instruction services as an AEIS-Approved Special Instruction Vendor and hold 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 excused from participation in the SI Workshop/Mentorship.

In addition to a Participant meeting the criteria listed above, a Participant must have an Official Transcript on file in the AEIS State Office and the degree recorded on that Official Transcript must meet AEIS Personnel Review Committee requirements for Special Instruction.

- Applications for Participation in the SI Workshop/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 AP.**
- Please have your Official Transcript mailed (US Postal) to:
AEIS State Office
Attention: Amy Blakeney

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602 South Lawrence Street
Montgomery, Alabama 36104

For individuals who do not hold a degree that meets AEIS Personnel Review Committee requirements for Special Instruction, you may qualify in the Conditional Other category. Please contact Jeri Jackson in the AEIS State Office at Jeri.Jackson@rehab.alabama.gov to discuss the review process. If approved by the AEIS Personnel Review Committee, please submit written documentation of the approval with this AP. If such documentation does not accompany this AP, it will be filed as incomplete and will not be processed. Please do not submit an AP until you have received approval from the AEIS Personnel Review Committee.

❖ **Participant - Please select the employment category you are in and provide the name of the EI Program**

- **Currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place _____**

Name of the EI Program _____

- **Currently an AEIS-Approved Vendor and employed by the AEIS-Supported EI Program in which the SI Mentorship will take place _____**

Name of the EI Program _____

Note: If a Vendor, written confirmation from the AEIS State Office of current Vendor status must accompany this AP. The AP cannot be processed without this documentation.

❖ **Participant – Please provide the name as on your Official Transcript filed in the AEIS State Office**

❖ _____

WHAT TO KNOW ABOUT PARTICIPATING

Requirements and responsibilities are placed on the Participant and his/her Learning-Support Team. This section of the AP provides information about these requirements and responsibilities as well as information about the training. Please read this information thoroughly.

The SI Workshop/Mentorship is not a college-credit course. Instead, it is an AEIS-required workshop followed by a mentorship. Additionally:

- Enrollment and participation in the SI Workshop/Mentorship is limited to those individuals described under the Who Must Participate section of this AP
- Enrollment and participation must be made with approval from and in coordination with the Learning-Support Team from the employing/vending AEIS-Supported EI Program

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- The Learning-Support Team plays an important and key role

The SI Workshop/Mentorship is a 19-week program of study which is divided into 2 learning components:

SI Workshop (scans 11 weeks online)

SI Mentorship (scans 8 weeks on-site)

This training 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 lead to college-credit, and does not guarantee employment or vending in an AEIS-Supported program.

The SI Workshop/Mentorship 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 enroll in 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 Workshop/Mentorship in its entirety with a limit of 2 attempts.

Following is information about each learning component as well as the progression schedule of each learning component.

SI Workshop

The SI Workshop takes place completely online. It is organized into 11 Modules with one week spent on each Module; and, the focus is on an intense study of the three US Department of Education - Office of Special Education Programs (OSEP) Child Outcome Indicators (COIs):

- positive social-emotional skills
- acquisition and use of knowledge and skills
- using appropriate behaviors to meet needs

And, these OSEP COIs are embedded in the study of:

- IFSP development and implementation
- Weaving intervention services into a family's established routines
- Empowering parents to successfully guide and support their child's development
- Conducting interventions that support motor, cognitive, social-emotional, communication, and adaptive skills
- Making the most of natural learning opportunities in natural environments
- Working in effective teams with professionals from diverse disciplines
- Meeting the specific needs of children with all disabilities and/or risk areas, including autism, sensory disabilities, and cognitive and/or motor disabilities

The progression of study in the FY2018 Session 2 SI Workshop is as follows:

Module 1: Foundations of Early Intervention Part 1

- Early Education and Intervention for Children from Birth to Three

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- 1/8/18 - 1/14/18

Module 2: Foundations of Early Intervention Part 2

- Collaboration and Teamwork with Families and Professionals
- 1/15/18 - 1/21/18

Module 3: Supporting Families in Natural Environments Part 1

- The Individualized Family Service Plan Process
- 1/22/18 - 1/28/18

Module 4: Supporting Families in Natural Environments Part 2

- Implementing Interventions in Everyday Routines, Activities, and Settings
- 1/29/18 – 2/4/18

Module 5: Enhancing Infant and Toddler Development and Participation Part 1

- Developing Positive Social-Emotional and Communication Skills
- 2/5/18 – 2/11/18

Module 6: Enhancing Infant and Toddler Development and Participation Part 2

- Acquisition and Use of Knowledge and Skills
- 2/12/18 – 2/18/18

Module 7: Enhancing Infant and Toddler Development and Participation Part 3

- Using Appropriate Behaviors to Meet Needs
- 2/19/18 – 2/25/18

Module 8: Supporting Children with Diverse Abilities Part 1

- Infants and Toddlers with Autism Spectrum Disorder
- 2/26/18 – 3/4/18

Module 9: Supporting Children with Diverse Abilities Part 2

- Infants and Toddlers with Sensory Disabilities
- 3/5/18 – 3/11/18

Module 10: Supporting Children with Diverse Abilities Part 3

- Infants and Toddlers with Cognitive and/or Motor Disabilities
- 3/12/18 – 3/18/18

Module 11: Wrap-Up

- Summative Activities and SI Mentorship Preparation
- 3/19/18 – 3/25/18

Note:

- The SI Workshop is not a self-paced study. It is an intense online learning opportunity with weekly online learning activities and open-book quizzes with due dates.
- The SI Workshop requires 4-6 hours of work each week.
- The entire SI Workshop must be successfully completed during this 11-week time period (1/8/18 – 3/25/18).
- To achieve successfully completion of the SI Workshop, the final overall grade of at least 80% must be earned. A final overall grade less than 80% is not recognized as a successful completion of the SI Workshop. NOTE: Grades are not rounded upward; therefore a grade of 79.9% is not a passing grade.

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- If the SI Workshop is not successfully completed during this Session, the AEIS State Office, the Participant's Learning-Support Team will be notified; and, progression to the SI Mentorship will be denied. At that point the next Session of the SI Workshop will be made available for enrollment and repeat (repeat in its entirety regardless of how far the Participant progressed in the previous Session).
- Participants will have 2 attempts to successfully complete the SI Workshop. If after 2 attempts an individual does not successfully complete it, the AEIS State Office and the Participant's Learning-Support Team 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

Following successful completion of the SI Workshop (defined as earning a final grade of at least 80% noting grades less than 80%, such as 79.9%, are not a passing grade), the Participant enters into an 8-week SI Mentorship. The SI Mentorship is an integral component of the SI training that provides Participants with the opportunity to demonstrate competency and mastery of SI knowledge and skills in their employing/vending Early Intervention (EI) setting. It is designed to couple with their EI employer's new employee orientation thus assist Participants in assuming the duties of a Special Instructor.

The SI Mentorship takes place completely within the AEIS-Supported EI Program in which the Participant is employed or vendors; and, all supervision, responsibility, and evaluation of the Participant is conducted by the Participant's Learning-Support Team. It is the responsibility of the Participant and his/her Learning-Support Team to arrange and complete this SI Mentorship within the designated 8-week period as well as to submit supporting documentation to the SI Workshop/Mentorship Office by the given deadline.

A Special Instruction Mentorship Evaluation Packet will be distributed to the Learning-Support Team upon the Participant's successfully completion of the SI Workshop.

As stated earlier, the Learning-Support Team serves a very important and key role in the SI Mentorship. Following are the required Qualifications and Responsibilities for each member of the Learning-Support Team.

Please read the following information thoroughly and complete the designated sections.



Mentor Qualifications

- Must hold a degree in Early Childhood Special Education with current certification or be recognized as a Special Instructor by the AEIS State Office

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- Must be available to oversee, evaluate, and provide meaningful feedback to the Participant.
- Must be the current Supervisor of the Participant within the employing EI Program. If the Mentor is not the Supervisor, the Mentor and Supervisor are expected to work closely together during the SI Mentorship.
- Must be willing and available to serve in this capacity during the entire scheduled 8-week SI Mentorship.
- Must be comfortable with using evaluation instruments, standard observation techniques, feedback, and coaching strategies in an effort to assist the Participant in the development of their SI skills and knowledge.
- Must be currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place, currently employed by the AEIS State Office, or a current AEIS-Approved SI Vendor employed by the AEIS-Supported EI Program in which the SI Mentorship will take place.
 - Note: Approval to serve as the Participant's Mentor must be granted at the time of applying for participation in the SI Workshop/Mentorship. If these qualifications are not met, the Mentor will not be approved to serve in this capacity in this SI Mentorship and the Participant will be denied participation in the SI Workshop/Mentorship.

Responsibilities

- The SI Mentorship begins immediately following the Participant's successful completion of the SI Workshop and extends a designated 8-week period. During this time, the Mentor and Supervisor guide the Participant through the process of demonstrating effective SI skills. The Mentor is expected to work closely with the Supervisor.
- It is the responsibility of the Participant, Mentor and Supervisor to arrange and complete this SI Mentorship within the designated 8-week period as well as to submit supporting documentation to the SI Workshop/Mentorship Office by the given deadlines. The SI training is not complete and the Participant will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services until the SI Workshop and SI Mentorship are successfully completed.
- Act as a resource person to the Participant by providing sources of information and by being available through phone or email contact, cooperatively deriving workable solutions if difficulties arise.
- Review and provide constructive feedback to the Participant 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 Participant with opportunities to observe infants/toddlers and Special Instructors in other settings within the EI Program.
- Explain the procedure of transition.
- Require the Participant to attend professional meetings, such as team meetings, IFSP meetings, and other program meetings.

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Participant _____ EI Director _____ Supervisor _____ Mentor _____

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- Assist the Participant in developing identified skill and knowledge deficiencies throughout the SI Mentorship experience.
- Provide frequent support and encouragement to the Participant.
- Read and comply with all sections in this AP.
- Prior to the start of the SI Mentorship, in coordination with the Supervisor, meet with the Participant 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 Workshop. The Learning-Support Team will be notified by the SI Workshop/Mentorship Office, via email, about the SI Workshop completion status of the Participant. If it has been successfully completed, a SI Mentorship Evaluation Packet will be emailed to the Learning-Support Team; and, it is their 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 Workshop/Mentorship Office by the given deadlines.
- If the SI Workshop has not been successfully completed, the Learning-Support Team and the AEIS State Office will be notified and the Participant must enroll in the next SI Workshop. The Mentor can be helpful by urging the Participant to complete the enrollment process for the next SI Workshop.
- In coordination with the Supervisor, the Mentor and Participant will have a designated 8 weeks, which immediate following the successful completion of the SI Workshop, to successfully complete the SI Mentorship.
- In coordination with the Supervisor, the Mentor is responsible for notifying the SI Workshop/Mentorship Office of the Participant’s successfully completion or unsuccessfully completion of the SI Mentorship using forms in the SI Mentorship Evaluation Packet. If the SI Mentorship has been successfully completed, the SI Workshop/Mentorship Office will notify the AEIS State Office and the Participant 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 Workshop/Mentorship Office will notify the AEIS State Office and the Participant will not be approved to deliver or bill for SI services in an AEIS-Supported program.
- In coordination with the Supervisor, during the designated 8-week SI Mentorship, the Mentor must complete 4 formal observations (at the end of Week 2, Week 4, Week 6, and Week 8). Following each observation, the Mentor should discuss the results of the observations with the Participant and keep records of these observations and meetings.
- If, during the SI Mentorship, the Mentor has any concerns regarding the Participant it is her/his responsibility to immediately inform the Supervisor and EI Program Director and work with them in following the AEIS guidelines and/or EI Program guidelines in addressing the problem/concern.
- If a Participant 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 inform the Supervisor and EI Program Director and either resolve the Participant’s

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situation in compliance with AEIS guidelines and/or EI Program guidelines or develop a written Remediation Plan for the Participant as well as to notify the AEIS State Office and SI Workshop/Mentorship Office. If the Participant is given a Remediation Plan, the Mentor and Participant 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 SI Mentorship Final Evaluation to the SI Workshop/Mentorship Office. If the Participant has successfully completed the Remediated SI Mentorship, his/her name will be given to the AEIS State Office by the SI Workshop/Mentorship Office and s/he will be listed as an approved Special Instructor who qualifies for billing of these services. If the Participant 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 Participant successfully completes the SI Mentorship but his/her Learning-Support Team does not submit (via US Postal) the required Final Evaluation to the SI Workshop/Mentorship Office by the designated deadline, the Participant will not be approved by AEIS as an approved Special Instructor and will not qualify for billing of SI services.
- The SI Workshop/Mentorship Office will not contact the Mentor to obtain the required documentation. It is the responsibility of the Mentor to fully and accurately complete the required documentation and successfully submit it to the SI Workshop/Mentorship Office by the given deadlines. The Mentor will receive confirmation when a required document is received by the SI Workshop/Mentorship Office. If s/he does not receive this conformation within 3 days of sending it, it is the Supervisor's/Mentor's responsibility to contact the SI Workshop/Mentorship Office to inquire.

Mentor

After reading the Mentor Qualifications and Responsibilities please complete the following:

- I read and understand all sections of this AP and accept my responsibility to comply.
- I read and understand the Mentor Qualifications and Responsibilities, 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 Participant named in this AP.
- I understand AEIS/Troy University/SI Workshop/Mentorship Office do not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a Mentor.
- 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 understand that I must confirm my current employment status with AEIS.
- I accept this role of Mentor and understand AEIS/Troy University/SI Workshop/Mentorship Office do not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a Mentor.

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- 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 Participant named in this AP will be denied participation in this SI Workshop/Mentorship.
- I understand that the Participant 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 Workshop and the SI Mentorship, and I have submitted by the given deadlines the appropriate and required documentation to the SI Workshop/Mentorship Office.
- If I find performance problems with the Participant during the SI Mentorship, I accept the responsibility of immediately notifying my EI Program Director, AEIS State Office, and the SI Workshop/Mentorship Office.
- I understand that once I begin serving as the Mentor for the Participant 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 Participant 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 Participant during the SI Mentorship, I accept the responsibility associated with resolving this.

❖ **Mentor Signature**

❖ _____ **Date** _____

❖ **I am (select one)**

- **Currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place _____**

Name of the EI Program _____

- **Currently employed by the AEIS State Office _____**

Name of the EI Program _____

- **Current AEIS-Approved SI Vendor employed by the AEIS-Supported EI Program in which the SI Mentorship will take place _____**

Name of the EI Program _____

Note: If a current Vendor, written confirmation of this status from the AEIS State Office must accompany this AP.

- ❖ **Mentor must submit a copy of his/her Alabama Teacher's Certification which confirms his/her current certification in Early Childhood Special Education OR a**

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copy of his/her Certificate of Completion in the AEIS SI Core Curriculum. AP cannot be processed without this documentation.

- **Mentor Name as on the ECSE Certification**
-

OR,

- **Mentor Name as on the Certificate of Completion**
-



Supervisor

Qualifications

- Be available to oversee, evaluate, and provide meaningful feedback to the Participant.
- Must be the Supervisor of the Participant within the employing EI Program. If the Supervisor is not the Mentor, the Supervisor and Mentor are expected to work closely together during the SI Mentorship.
- Must be willing and available to serve in this capacity during the entire scheduled 8-week SI Mentorship.
- Must be comfortable with using evaluation instruments, standard observation techniques, feedback, and coaching strategies in an effort to assist the Participant in the development of their SI skills and knowledge.
- Must be currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place or currently employed by the AEIS State Office.

Responsibilities

- The SI Mentorship begins immediately following the Participant's successful completion of the SI Workshop and extends a designated 8-week period. During this time, the Supervisor and Mentor guide the Participant through the process of demonstrating effective SI skills. The Supervisor is expected to work closely with the Mentor and Participant in this process.
- It is the responsibility of the Supervisor, Mentor, and Participant to arrange and complete this SI Mentorship within the designated 8-week period as well as to submit supporting documentation to the SI Workshop/Mentorship Office by the given deadlines. The SI training is not complete and the Participant will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services until the SI Workshop and SI Mentorship are successfully completed. The Supervisor is expected to work closely with the Mentor and Participant in this process.
- In coordination with the Mentor, act as a resource person to the Participant by providing sources of information and by being available through phone or email contact, cooperatively deriving workable solutions if difficulties arise.
- In coordination with the Mentor, review and provide constructive feedback to the Participant on his/her assessment skills, development and delivery of SI services, behavior management skills, and progress note preparation.

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- In coordination with the Mentor, set and communicate standards for team work, assessment, intervention planning and delivery, and progress note preparation.
- In coordination with the Mentor, if possible, provide Participant with opportunities to observe infants/toddlers and Special Instructors in other settings within the EI Program.
- In coordination with the Mentor, explain the procedure of transition.
- In coordination with the Mentor, require the Participant to attend professional meetings, such as team meetings, IFSP meetings, and other program meetings.
- In coordination with the Mentor, assist the Participant in developing identified skill and knowledge deficiencies throughout the SI Mentorship experience.
- Provide frequent support and encouragement to the Participant.
- Read and comply with all sections in this AP.
- In coordination with the Mentor, prior to the start of the SI Mentorship, meet with the Participant 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 Workshop. The Learning-Support Team will be notified by the SI Workshop/Mentorship Office, via email, about the SI Workshop completion status of the Participant. If it has been successfully completed, a SI Mentorship Evaluation Packet will be emailed to the Learning-Support Team; and, it is their 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 Workshop/Mentorship Office by the given deadlines.
- If the SI Workshop has not been successfully completed, the Learning-Support Team and the AEIS State Office will be notified and the Participant must enroll in the next SI Workshop. The Mentor can be helpful by urging the Participant to complete the enrollment process for the next SI Workshop.
- The Supervisor, Mentor and Participant will have a designated 8 weeks, which immediate following the successful completion of the SI Workshop, to successfully complete the SI Mentorship.
- The Supervisor and Mentor is responsible for notifying the SI Workshop/Mentorship Office of the Participant's successfully completion or unsuccessfully completion of the SI Mentorship using forms in the SI Mentorship Evaluation Packet. If the SI Mentorship has been successfully completed, the SI Workshop/Mentorship Office will notify the AEIS State Office and the Participant 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 Workshop/Mentorship Office will notify the AEIS State Office and the Participant will not be approved to deliver or bill for SI services in an AEIS-Supported program.
- During the designated 8-week SI Mentorship, the Supervisor and Mentor must complete 4 formal observations (at the end of Week 2, Week 4, Week 6, and Week 8). Following each observation, the Mentor should discuss the results of the observations with the Participant and keep records of these observations and meetings.

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- If, during the SI Mentorship, the Supervisor has any concerns regarding the Participant it is her/his responsibility to immediately inform their EI Program Director and work with her/him in following the AEIS guidelines and/or EI Program guidelines in addressing the problem/concern.
- If a Participant does not successfully complete the SI Mentorship within the designated 8-week period and/or presents performance problems, it is the Supervisor's and Mentor's responsibility to inform the EI Program Director and either resolve the Participant's situation in compliance with AEIS guidelines and/or EI Program guidelines or develop a written Remediation Plan for the Participant as well as to notify the AEIS State Office and SI Workshop/Mentorship Office. If the Participant is given a Remediation Plan, the Supervisor, Mentor and Participant 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 Learning-Support Team's responsibility to complete and submit the SI Mentorship Final Evaluation to the SI Workshop/Mentorship Office. If the Participant has successfully completed the Remediated SI Mentorship, his/her name will be given to the AEIS State Office by the SI Workshop/Mentorship Office and s/he will be listed as an approved Special Instructor who qualifies for billing of these services. If the Participant 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 Participant successfully completes the SI Mentorship but his/her Learning-Support Team does not submit (via US Postal) the required Final Evaluation to the SI Workshop/Mentorship Office by the designated deadline, the Participant will not be approved by AEIS as an approved Special Instructor and will not qualify for billing of SI services.
- The SI Workshop/Mentorship Office will not contact the Supervisor to obtain the required documentation. It is the responsibility of the Supervisor to fully and accurately complete the required documentation and successfully submit it to the SI Workshop/Mentorship Office by the given deadlines. The Supervisor will receive confirmation when a required document is received by the SI Workshop/Mentorship Office. If s/he does not receive this conformation within 3 days of sending it, it is the Supervisor's responsibility to contact the SI Workshop/Mentorship Office to inquire.



After reading the Supervisor Qualifications and Responsibilities please complete the following:

- I read and understand all sections of this AP, and accept my responsibility to comply.
- I read and understand the Supervisor Qualifications and Responsibilities, and accept my responsibility to comply.
- I understand AEIS/Troy University/SI Workshop/Mentorship Office do not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a Supervisor.
- I am the current Supervisor of the Participant within the employing EI Program.
- I understand my role in working with the Mentor and EI Program Director during the SI Mentorship.

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- I understand that I must confirm my current employment status with AEIS.
- I understand that the Participant 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 Workshop and the SI Mentorship and the Mentor and I have submitted by the given deadlines the appropriate and required documentation to the SI Workshop/Mentorship Office.
- If I find performance problems with the Participant during the SI Mentorship, I accept the responsibility of immediately notifying my EI Program Director, AEIS, and the SI Workshop/Mentorship Office.
- I understand that once the Participant 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 Participant does not successfully complete the first attempt. If a second attempt is required, I accept the responsibility of developing a Remediated SI Mentorship, in coordination with the Mentor, and serving as Supervisor in this Remediated SI Mentorship. If I find performance problems with the Participant during the SI Mentorship, I accept the responsibility associated with resolving this.

❖ **Supervisor Signature**

_____ **Date** _____

❖ **I am (select one)**

- **Currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place** _____

Name of the EI Program _____

- **Currently employed by the AEIS State Office** _____

Name of the EI Program _____



EI Program Director

Qualifications

- Be available to oversee and supervise the Mentor, Supervisor and Participant throughout the SI Mentorship.
- Must be the current EI Program Director of the Mentor, Supervisor, and Participant within the employing EI Program.
- Must be currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place.
- Provide frequent support and encouragement to the Participant.
- Read and comply with all sections in this AP.

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- If, during the SI Mentorship, the EI Program Director has a concern about the Participant and/or the Supervisor or Mentor has any concerns regarding the Participant it is the EI Program Director's responsibility to immediately address the concern/problem following the AEIS guidelines and/or EI Program guidelines in addressing the problem/concern.

EI Program Director

After reading the Responsibilities for the EI Program Director please complete the following:

- I read and understand all sections of this AP, and accept my responsibility to comply.
- I read and understand the Responsibilities, and accept my responsibility to comply.
- I understand AEIS/Troy University/SI Workshop/Mentorship Office do not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a Mentor, Supervisor, Participant, or EI Program Director.
- I understand that I must confirm my current employment status with AEIS.
- I understand that the Participant 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 Workshop and the SI Mentorship and the Mentor and I have submitted by the given deadlines the appropriate and required documentation to the SI Workshop/Mentorship Office.
- I confirm this Participant is **currently employed** in my AEIS-Supported EI Program or is an **AEIS-Approved Current Vendor** working in my AEIS-Supported EI Program.
- I confirm the Mentor named in this AP is (are) **currently employed** in my AEIS-Supported EI Program.
- I confirm the Supervisor named in this AP is (are) **currently employed** in my AEIS-Supported EI Program.
- I accept all responsibility and liability associated with allowing this SI Mentorship in my EI Program.
- If performance problems are found with the Participant during the SI Mentorship, I accept the responsibility associated with resolving all aspects of the problem as well as any and all litigation.
- If this Participant's employment/vending in my AEIS-Supported EI Program is terminated during any point in the SI Workshop/Mentorship, I will promptly inform the AEIS State Office and the SI Workshop/Mentorship Office.
- If this Supervisor's or Mentor's employment in my AEIS-Supported EI Program is terminated during any point in the SI Workshop/Mentorship, I will promptly inform the AEIS State Office and the SI Workshop/Mentorship Office; and, find the Participant a substitute Mentor.
- I have read, understand, and agree with all information in this AP, including information entered/completed by the Mentor, Supervisor, and Participant named within and accept all terms and responsibilities.

❖ **EI Program Name** _____

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❖ **EI Program Address**

❖ **Street/PO** _____

❖ **City** _____ **State** _____ **Zip Code** _____

❖ **Phone# ()** _____

❖ **EI Program Director Signature**

_____ **Date** _____

❖ **I am (select one)**

- **Currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place** _____

Name of the EI Program _____

- **Currently employed by the AEIS State Office and direct the EI Program in which the SI Mentorship will take place** _____

Name of the EI Program _____



In addition to the responsibilities for the Learning-Support Team, the Participant has responsibilities.



Participant Responsibilities

- Fully participate in the SI Workshop within the designated time period, and earn the final overall grade of at least 80% (any grade below 80%, such as 79.99%, is not a passing grade). I understand I will not proceed to the SI Mentorship if I do not successfully complete the SI Workshop.
- 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 and Supervisor.
- Work with the Mentor and Supervisor to ensure that all required documentation is complete.

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- Follow and participate in the schedule as given to her/him by her/his Mentor and Supervisor.
- Establish goals and objectives with the Mentor and 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.
- Create intervention plans that satisfy state standards with the guidance of the Mentor and Supervisor.
- Keep student/client 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 as soon as possible if an absence is necessary
- Other as found necessary by the Mentor and Supervisor
- A maximum of three (3) absences will be allowed during the SI Mentorship 8-week experience. Any absences in excess of three will result in an unsuccessful SI Mentorship and the Participant will be required to participate in a remediation SI Mentorship for 8 additional weeks (which would be classified as the second attempt). If the Participant does not successfully complete the remediation SI Mentorship (the second attempt), the AEIS State Office will be notified and 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.
- Until the Participant successfully completes the SI Workshop 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.
- A Participant has 2 attempts to successfully complete the SI Workshop and 2 attempts to successfully complete the SI Mentorship. If any one of these is not successfully completed on the second attempt, the Participant 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 Participant successfully completes the SI Mentorship but his/her Mentor does not submit the appropriate documentation to the SI Workshop/Mentorship Office by the designated deadlines, 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.
- Must be currently employed to provide Special Instruction services in the AEIS-Supported Early Intervention Program in which the SI Mentorship will take place or currently employed by AEIS to provide Special Instruction services as an AEIS-Approved Special Instruction Vendor in which the SI Mentorship will take place.

Participant

After reading the Responsibilities for Participant please complete the following:

- I read and understand all sections of this AP, and accept my responsibility to comply.

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- I read and understand the Responsibilities, and accept my responsibility to comply.
- I understand AEIS/Troy University/SI Workshop/Mentorship Office do not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a Participant.
- I understand that I must provide written documentation of my current employment status with AEIS.
- I understand that I will not be recognized by the AEIS State Office as a Special Instructor or approved for billing of SI services until I successfully complete the SI Workshop and the SI Mentorship and the Mentor and I have submitted by the given deadlines the appropriate and required documentation to the SI Workshop/Mentorship Office.
- I confirm I am **currently employed** by the AEIS-Supported EI Program in which the SI Mentorship will take place or I am an **AEIS-Approved Current Vendor** working in the AEIS-Supported EI Program in which the SI Mentorship will take place. (Note: If a Vendor, I must provide with this AP written confirmation from the AEIS State Office of my Vendor status.)
- I accept all responsibility and liability associated with participating in the SI Workshop/Mentorship.
- If my employment/vending in my AEIS-Supported EI Program is terminated during any point in the SI Workshop/Mentorship, I will promptly inform the AEIS State Office and the SI Workshop/Mentorship Office; and, remove myself from the SI Workshop/Mentorship.
- I have read, understand, and agree with all information in this AP, including information entered/completed by my Mentor, Supervisor, and EI Program Director and accept all terms and responsibilities.
- I understand that the SI Workshop 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 lead to college-credit, and does not guarantee employment or vending in an AEIS-Supported program.
- I 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 Workshop 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 Workshop in its entirety with a 2 attempt limit.
- If approved for participation in the SI Workshop/Mentorship, I would like to participate in the FY2018 Session 2.

❖ **Participant Signature**

_____ **Date** _____

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❖ I am (select one)

- **Currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place _____**

Name of the EI Program _____

- **Currently an AEIS-Approved Vendor and employed by the AEIS-Supported EI Program in which the SI Mentorship will take place _____**

Name of the EI Program _____

Note: If a Vendor, written confirmation from the AEIS State Office of Vendor status must accompany this AP. The AP cannot be processed without this documentation.



Following is the progression of the FY2018 Session 2 SI Mentorship.

Week 1

3/26/18 – 4/1/18

- Learning-Support Team determines learning activities and schedule using the SI Mentorship Evaluation Packet as a guide.

Week 2

4/2/18 – 4/8/18

- Learning-Support Team determines learning activities and schedule using the SI Mentorship Evaluation Packet as a guide.
- Week 2 Progress Report due, via email, in SI Workshop/Mentorship Office by 4/10/18.

Week 3

4/9/18 – 4/15/18

- Learning-Support Team determines learning activities and schedule using the SI Mentorship Evaluation Packet as a guide.

Week 4

4/16/18 – 4/22/18

- Learning-Support Team determines learning activities and schedule using the SI Mentorship Evaluation Packet as a guide.
- Week 4 Progress Report due, via email, in SI Workshop/Mentorship Office by 4/24/18.

Week 5

4/23/18 – 4/29/18

- Learning-Support Team determines learning activities and schedule using the SI Mentorship Evaluation Packet as a guide.

Week 6

4/30/18 – 5/16/18

- Learning-Support Team determines learning activities and schedule using the SI Mentorship Evaluation Packet as a guide.
- Week 6 Progress Report due, via email, in SI Workshop/Mentorship Office by 5/18/18.

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Week 7

5/7/18 – 5/13/18

- Learning-Support Team determines determine learning activities and schedule using the SI Mentorship Evaluation Packet as a guide.

Week 8

5/14/18 – 5/20/18

- Learning-Support Team determines determine learning activities and schedule using the SI Mentorship Evaluation Packet as a guide.
- Week 8 Progress Report due, via email, in SI Workshop/Mentorship Office by 5/22/18.
- SI Mentorship Final Evaluation due, via US Postal, in SI Workshop/Mentorship Office by 5/23/18

Note:

- It is the responsibility of the Learning-Support Team to prepare and email to the SI Workshop/Mentorship Office a brief overview of the Participant's progress (Progress Report) at the end of Week 2, Week 4, Week 6, and Week 8. This is explained and outlined in the SI Mentorship Evaluation Packet.
 - The results recorded in the Progress Reports, as recorded by the Learning-Support Team, will be communicated to AEIS by the SI Workshop/Mentorship Office.
- At the end of Week 8, it is the responsibility of the Learning-Support Team to prepare and mail (US Postal) to the SI Workshop/Mentorship Office the Final Evaluation. This is explained and outlined in the SI Mentorship Evaluation Packet.
 - The results recorded in the Final Evaluation, as recorded by the Learning-Support Team, will be communicated to the AEIS the SI Workshop/Mentorship Office.
 - The SI Mentorship Final Evaluation is due in the SI Workshop/Mentorship Office by 5/23/18.
- Upon successfully completion of the SI Workshop/Mentorship, the SI Workshop/Mentorship Office will email a Certificate of Completion to the Participant with copy to AEIS State Office and Learning-Support Team.
- Upon successfully completion of the SI Workshop/Mentorship, the Participant will be recognized by the AEIS as a Special Instructor (SI) and approved for billing of SI services.
- Upon successfully completion of the SI Workshop/Mentorship, the Participant will be eligible for Contact Hours (issued by AEIS).
- The SI training is not complete and the Participant 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 Workshop and SI Mentorship are successfully completed.
- It is the responsibility of the Participant and his/her Learning-Support Team to arrange and complete this SI Mentorship within the designated 8-week period as well as to submit supporting documentation to the SI Workshop/Mentorship Office by the given deadlines.
- Participants have 2 attempts to successfully complete this SI Mentorship. If after 2 attempts s/he does not successfully complete it, the AEIS State Office will be notified and 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.

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- If a Participant successfully completes the SI Mentorship but his/her Learning-Support Team does not submit the appropriate documentation to the SI Workshop/Mentorship Office, the Participant 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.

REQUIRED COMPUTER SKILLS/EQUIPMENT

A Participant must have the following computer skills/equipment:

- A working email account that you can access daily and email software capable of sending and receiving attached files as well as good email utilization skills.
- 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 email. 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 Workshop.

REQUIRED TEXTBOOK

A Participant is required to purchase a textbook which will be used throughout the online workshop. Upon acceptance, Participants are required to have their textbook on the first day of class and throughout their participation in the SI Workshop/Mentorship. Failure to comply will impair the Participant's ability to successfully complete the SI Workshop/Mentorship. Not having the textbook is not an excuse for late or absent work.

Raver, S.A., & Childress, D.C. (2015). *Family-Centered Early Intervention: Supporting Infants and Toddlers in Natural Environments*. Baltimore, MD: Brookes Publishing.

ISBN: 978-1-59857-569-9

Available from Brookes Publishing at <http://products.brookespublishing.com/Family-Centered-Early-Intervention-P829.aspx>

[Brookes Publishing: Family-Centered Early Intervention](http://products.brookespublishing.com/Family-Centered-Early-Intervention-P829.aspx)

products.brookespublishing.com Paperback - \$39.95 eBook 262-KB - \$39.95

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CLOSING

An 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 initials, missing data, missing official transcript, etc.) or is illegible will be viewed as an incomplete AP and will not be processed.

Checklist

Make Sure All of the Following is in the AP Packet that You Submit:

- **Completed AP (with all designated sections completed)**
- **All pages of this AP must be initialed and returned in your AP Packet. Initialing each page in the designated space (bottom of each page) confirms EI Program Director, Supervisor, Mentor and Participant have read, understand and will comply with all information on all pages of this AP**
- **A copy of the 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 a Participant who is a Current AEIS-Approved Vendor, written documentation from AEIS State Office which confirms the current Vendor status**
- **If a Mentor is a Current AEIS-Approved Vendor, written confirmation of this status from the AEIS State Office must accompany this AP**
- **For a Participant falling within the Conditional Other category, the AEIS Personnel Review Committee, a part of the Personnel Subcommittee, must approve participation in the SI Workshop/SI Mentorship; therefore, written documentation of approval must be submitted with this AP**
- **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 Workshop/SI Mentorship.**

If an individual has not received email notification of approval/denial within two days of submitting their AP, it is their responsibility to contact Dr. Debi Nowakowski (dnowakowski@troy.edu) to inquire. Contact will not be initiated by the AEIS State Office, SI Workshop/Mentorship Office, or Troy University to inform of incomplete APs.

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

Thank you.

Betsy Prince
Coordinator, AEIS

Amy Blakeney
Assistant Coordinator, AEIS

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