



**FY2021**

**Special Instruction Workshop / Mentorship**

**Information Booklet**

**Session 2 - Monday, 1/4/21 – Sunday, 5/23/21**

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## Instructions

(1) Read each page in this document (*FY2021 Special Instruction Workshop / Mentorship Information Booklet*). Contact Dr. Nowakowski if you have questions about this information and/or if you need help. Dr. Nowakowski can be reached at [dnowakowski@troy.edu](mailto:dnowakowski@troy.edu) and 205-305-5947 (cell/text).

(2) The person requesting participation in this Session of the Special Instruction Workshop / Mentorship must obtain the status of “Conditional Special Instructor” from the AEIS State Office by submitting his/her Official Transcript which documents a Bachelor's and/or other degree (e.g., Master's, Doctoral degree) that meets AEIS Personnel Standards for Special Instruction. The mailing address (USPS) in which to send the Official Transcript is:

AEIS State Office  
602 South Lawrence Street  
Montgomery, Alabama 36104

Note: A *Request for Participation* in the Special Instruction Workshop / Mentorship will not be processed if the Official Transcript is not on file in the AEIS State Office and/or if approval as a “Conditional Special Instructor” has not been received from the AEIS State Office.

(3) Fully complete the *Request for Participation* (pages 35 - 40) and submit ONLY the *Request for Participation* to Dr. Nowakowski before 4:00pm (Central) Friday, 12/4/20 to be considered for participation in the FY2021 Session 2.

Submit your completed *Request for Participation* via USPS or email. The address to submit your completed *Request for Participation* via USPS is:

Dr. Debi Nowakowski  
1401 Doug Baker Blvd.  
Suite 107-217  
Birmingham, Alabama 35242

The email address to submit your completed *Request for Participation* is:  
[dnowakowski@troy.edu](mailto:dnowakowski@troy.edu)

Please submit your completed Request for Participation by only ONE submission method (USPS or email.....not both).

Please notify Dr. Nowakowski via email ([dnowakowski@troy.edu](mailto:dnowakowski@troy.edu)) when you have submitted your completed *Request for Participation*.

If approved you will receive an email from Dr. Nowakowski, and you will be enrolled in the FY2021 Session 2. Please note 4:00pm (Central) Friday, 12/4/20 is a firm deadline. Any *Request for Participation* received after this firm deadline will not be accepted and will not be forwarded to a future Session. Additionally, any incomplete *Request for Participation* and/or *Request for Participation* that has illegible handwriting will not be accepted and will not be forwarded to a future Session.



**FY2021**  
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In FY2018 exciting changes were made to the Special Instruction (SI) training and these continue into FY2021:

Name - Special Instruction Workshop / Mentorship

Partnership - Troy University

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

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

**Who Must Participate in the**  
**Special Instruction Workshop / Mentorship**

The Alabama Early Intervention System (AEIS) requires AEIS-Approved “Conditional Special Instructors” who are currently employed by an AEIS-Supported Early Intervention Program to provide Special Instruction (SI) services or currently employed by AEIS to provide SI services as an AEIS-Approved Special Instruction Vendor to participate and complete the Special Instruction Workshop / Mentorship within 1 year of initial employment with AEIS. (Note: The 1-year timeline does not restart upon employment with a different AEIS EI program.)

AEIS defines “Conditional Special Instructor” as an individual who:

- Wants to provide SI services within AEIS but 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)
- Meets the Alabama Early Intervention System Personnel Standards under one of the 17 deliverable services (excluding Transportation services)
- Submitted the following document to the AEIS State Office AND received approval to provide SI services as a “Conditional Special Instructor”
  - Official Transcript which documents a Bachelor's and/or other degree (e.g., Master's, Doctoral degree) that meets AEIS Personnel Review Committee requirements for Special Instruction.

The mailing address (USPS) in which to send the Official Transcript is:

AEIS State Office  
602 South Lawrence Street  
Montgomery, Alabama 36104

Note: A *Request for Participation* in the Special Instruction Workshop / Mentorship will not be processed if the Official Transcript is not on file in the AEIS State Office

and/or if approval as a “Conditional Special Instructor” has not been received from the AEIS State Office.

It should also be noted that the **AEIS Supervision Requirements for Conditional Special Instructors**, found in the *Personnel Standards for Alabama's Early Intervention System* (approved by ICC 12/5/18), **applies to all Conditional Special Instructors hired after 12/5/18**. The AEIS Supervision Requirements for Conditional Special Instructors states:

“Conditional Special Instructors” (those without a degree in Early Childhood Special Education, Teacher of the Visually Impaired or Teacher of the Hearing Impaired) are required to have the following experiences, in the order listed below, prior to reaching the Special Instruction Mentorship component of the Special Instruction Workshop / Mentorship:

(1) The Conditional Special Instructor will complete a minimum of 10 Observations of a Qualified Special Instructor\* and other EI disciplines (such as OT, PT, SLP) before delivering SI services. The Conditional Special Instructor will document each Observation using the “Conditional Special Instructor Observation Learning Tool” (Appendix B provided in the Special Instruction Workshop) and have the EI professional who is being observed sign the document. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

(2) A Qualified Special Instructor\* will provide direct, onsite supervision to the Conditional Special Instructor at a minimum of 2 times per month or more frequently as needed as determined by the supervising Qualified Special Instructor\*. These Supervisory Observations will include observations by the Qualified Special Instructor\* of the Conditional Special Instructor during SI sessions. The Qualified Special Instructor\* will use the observation tool, “Key Indicators of Family-Guided Routines-Based Intervention” (Appendix C provided in the Special Instruction Workshop) to document each Supervisory Observation. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

\*Qualified Special Instructor is defined as an approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as a special instructor and who adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a Qualified Special Instructor as per the definition above, contact the state office as needed.)

If a Conditional Special Instructor successfully completes the Special Instruction Workshop, but has not met BOTH of these AEIS requirements, s/he will not be eligible to proceed from the Special Instruction Workshop to the Special Instruction Mentorship. At that point, the Conditional Special Instructor will be dropped from the training and will be required to repeat it in its entirety.

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.

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 [jerijackson1952@gmail.com](mailto:jerijackson1952@gmail.com) to discuss the review process. If approved by the AEIS Personnel Review Committee, please submit written documentation of the approval with your *Request for Participation* in this Session of the Special Instruction Workshop / Special Instruction Mentorship. If such documentation does not accompany the *Request for Participation*, your *Request for Participation* will be filed as incomplete and will not be processed. Please do not submit a *Request for Participation* until you have received approval from the AEIS Personnel Review Committee.

### **What To Know About Participating in the Special Instruction Workshop / Mentorship**

Requirements and responsibilities are placed on the Conditional Special Instructor and his/her Learning-Support Team (comprised of the Conditional Special Instructor’s EI Program Director, Supervisor, and SI Mentor). This section of the Booklet provides information about these requirements and responsibilities as well as information about the training. Please read this information thoroughly.

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

- Enrollment and participation in the Special Instruction Workshop / Mentorship are limited to those individuals described under the Who Must Participate in the Special Instruction Workshop / Mentorship section of this Booklet.
- Enrollment and participation must be made with approval from and in coordination with the Conditional Special Instructor’s Learning-Support Team who are from the employing/vending AEIS-Supported EI Program.
- The Learning-Support Team plays an important and key role.
- AEIS Supervision Requirements for Conditional Special Instructors, found in the *Personnel Standards for Alabama's Early Intervention System* (approved by ICC 12/5/18) and explained in this Booklet, must be fully completed by the Conditional Special Instructor before the last day of Module 11 (Week 11) of the Special Instruction Workshop. This is explained in the prior section of this Booklet.

The Special Instruction Workshop / Mentorship is a 20-week program of intense study which is divided into 2 learning components:

Special Instruction Workshop (scans 12 weeks online)

Special Instruction 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 course, college degree nor a teaching certificate, does not lead to college-credit, and does not guarantee employment or vending in an AEIS-Supported EI program.

The Special Instruction Workshop / Mentorship must be completed within the designated time-period. Once you begin this training, you are expected to follow the schedule and complete the work within the specified timeframe. **You should not complete and submit the *Request for***

***Participation unless you know you will be able to fully participate and successfully complete it in its entirety during the given Session timeframe.*** Extensions will not be given; and, completed work will not be saved or forwarded to a future Session. Any work missed will result in repeating the Special Instruction Workshop / Mentorship in its entirety with a limit of 2 attempts.

Important: The AEIS State Office is paying a non-refundable registration fee for your participation in the Special Instruction Workshop / Special Instruction Mentorship; therefore, when you submit the *Request for Participation* in this specific Session and you are found to meet the requirements for participation, you are enrolled in this specific Session of the Special Instruction Workshop / Special Instruction Mentorship. At that point you have committed the AEIS State Office to pay the non-refundable registration fee for your participation; and, they expect you to fully and successfully complete this training. If you leave this Session of the Special Instruction Workshop / Mentorship for any reason at any point (including prior to the start of this Session), you will:

- Forfeit your opportunity to complete this Session. All work you completed will not be saved or forwarded to a future Session.
- Have 1 attempt of the 2 attempts left to complete the Special Instruction Workshop / Special Instruction Mentorship. This means, if you do not successfully complete the next Session you enroll in, you will not have another attempt left; and, you will not be recognized by the AEIS State Office as a Qualified Special Instructor. This means, you will forfeit your opportunity to become an AEIS Qualified Special Instructor.
- Be required to wait until the final Session of this FY before requesting participation. If you enrolled in the final Session of this FY and drop out, you will be required to wait until the following FY to submit a *Request for Participation*. Additionally, acceptance into the Session will be determined by space availability. If the Session you request participation in is full, you will not be allowed into it.

### **Special Instruction Workshop**

As mentioned earlier in this Booklet, the Special Instruction training is divided into 2 parts. The Special Instruction Workshop (which will be described in this section) followed by the Special Instruction Mentorship (which will be described in a later section).

The Special Instruction Workshop takes place completely online. It is organized into 12 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



Progression of study in the FY2021 Session 2 Special Instruction Workshop is:

**Module 1: Foundations of Early Intervention Part 1**

**1/4/21 – 1/10/21**

- Early Education and Intervention for Children from Birth to Three

**Module 2: Foundations of Early Intervention Part 2**

**1/11/21 – 1/17/21**

- Collaboration and Teamwork with Families and Professionals

**Module 3: Supporting Families in Natural Environments Part 1**

**1/18/21 – 1/24/21**

- The Individualized Family Service Plan Process

**Module 4: Supporting Families in Natural Environments Part 2**

**1/25/21 – 1/31/21**

- Implementing Interventions in Everyday Routines, Activities, and Settings

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

**2/1/21 – 2/7/21**

- Developing Positive Social-Emotional and Communication Skills

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

**2/8/21 – 2/14/21**

- Acquisition and Use of Knowledge and Skills

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

**2/15/21 – 2/21/21**

- Using Appropriate Behaviors to Meet Needs

**Module 8: Supporting Children with Diverse Abilities Part 1**

**2/22/21 – 2/28/21**

- Infants and Toddlers with Autism Spectrum Disorder

**Module 9: Supporting Children with Diverse Abilities Part 2**

**3/1/21 – 3/7/21**

- Infants and Toddlers with Sensory Disabilities (Vision Impairments)

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**Module 10: Supporting Children with Diverse Abilities Part 3**  
**3/8/21 – 3/14/21**

- Infants and Toddlers with Sensory Disabilities (Hearing Loss)

**Module 11: Supporting Children with Diverse Abilities Part 4**  
**3/15/21 – 3/21/21**

- Infants and Toddlers with Cognitive and/or Motor Disabilities

IMPORTANT Note: For Conditional Special Instructors hired after 12/5/18, documentation of the completion of the AEIS-required *Supervision Requirements for Conditional Special Instructors* is **due by the end of this week**. If a Conditional Special Instructor successfully completes the Special Instruction Workshop, but has not met these AEIS requirements, s/he will not be eligible to proceed from the Special Instruction Workshop to the Special Instruction Mentorship. At that point, the Conditional Special Instructor will be dropped from the training and will be required to repeat it in its entirety.

**Module 12: Wrap-Up**  
**3/22/21 – WEDNESDAY, 3/24/21**

- Summative Activities and SI Mentorship Preparation

**Important Notes:**

- The Special Instruction 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 Special Instruction Workshop requires 4-6 hours of work each week.
- The entire Special Instruction Workshop must be successfully completed during this 12-week period (1/4/21 – 3/24/21).
- To achieve successful completion of the Special Instruction Workshop:
  - 1. 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 Special Instruction Workshop. NOTE: Grades are not rounded upward; therefore, a grade of 79.9% is not a passing grade.
  - 2. Per the *Personnel Standards for Alabama's Early Intervention System* (approved by ICC 12/5/18), Conditional Special Instructors (those without a degree in Early Childhood Special Education, Teacher of the Visually Impaired or Teacher of the Hearing Impaired) are required to fully complete the following before the last day of Module 11 (Week 11) of the Special Instruction Workshop:
    - 1. Observations  
The Conditional Special Instructor must complete a minimum of 10 Observations of a Qualified Special Instructor\* and other EI disciplines (such as OT, PT, SLP) before delivering SI services. The Conditional Special Instructor must document each Observation using the “Conditional Special Instructor Observation Learning Tool” (Appendix B from the *Personnel Standards for Alabama's Early Intervention System* and provided in the Special Instruction Workshop) and the EI professional who was observed

must sign the document. (NOTE: This tool is for learning purposes only and should not go in the child's record.)

▪ 2. Supervisory Observations

A Qualified Special Instructor\* (the SI Mentor) must provide the Conditional Special Instructor with direct, onsite supervision (joint visits) at a minimum of 2 times per month or more frequently as needed and determined by the supervising Qualified Special Instructor \*. The Qualified Special Instructor\* must document each Supervisory Observation of the Conditional Special Instructor using the observation tool, "Key Indicators of Family-Guided Routines-Based Intervention" (Appendix C from the *Personnel Standards for Alabama's Early Intervention System* and provided in the Special Instruction Workshop). (NOTE: This tool is for learning purposes only and should not go in the child's record.)

\*Qualified Special Instructor is defined as an approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as a special instructor and who adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a Qualified Special Instructor as per the definition above, contact the AEIS State Office as needed.)

If a Conditional Special Instructor successfully completes the Special Instruction Workshop but has not met BOTH of the AEIS requirements, s/he will not be eligible to proceed from the Special Instruction Workshop to the Special Instruction Mentorship. At that point, the Conditional Special Instructor will be dropped from the training and will be required to repeat it in its entirety.

- If the Special Instruction Workshop is not successfully completed during this Session, the AEIS State Office and the Conditional Special Instructor's Learning-Support Team will be notified; and, progression to the Special Instruction Mentorship will be denied. At that point the Conditional Special Instructor will be dropped from the training and required to repeat it in its entirety in some future Session.
- Conditional Special Instructors will have 2 attempts to successfully complete the Special Instruction Workshop. If after 2 attempts an individual does not successfully complete it, the AEIS State Office and the Conditional Special Instructor's Learning-Support Team will be notified; and, s/he will not proceed to the Special Instruction Mentorship resulting in not being recognized by the AEIS State Office as a Qualified Special Instructor or approved for billing of Special Instruction services within an AEIS-Supported program.

### **Special Instruction Mentorship**

As mentioned earlier in this Booklet, the Special Instruction training is divided into 2 parts. The Special Instruction Workshop (which was described in the prior section) followed by the Special Instruction Mentorship (which will be described in this section).

The Conditional Special Instructor will enter an 8-week Special Instruction Mentorship if s/he has successfully completed the Special Instruction 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) AND, for Conditional Special Instructors hired after 12/5/18, successfully completed the BOTH of the

AEIS Supervision Requirements for Conditional Special Instructors, found in the *Personnel Standards for Alabama's Early Intervention System* (approved by ICC 12/5/18).

The Special Instruction Mentorship is an integral component of the Special Instruction training that provides Conditional Special Instructors with the opportunity to demonstrate competency and mastery of Special Instruction knowledge and skills in their employing/vending Early Intervention setting. It is designed to couple with their Early Intervention employer's new employee orientation thus assist Conditional Special Instructors in assuming the duties of a Qualified Special Instructor.

The Special Instruction Mentorship takes place completely within the AEIS-Supported Early Intervention Program in which the Conditional Special Instructor is employed or vendors; and, all supervision, responsibility, and evaluation of the Conditional Special Instructor is conducted by the Conditional Special Instructor's Learning-Support Team (comprised of the Conditional Special Instructor's EI Program Director, Supervisor, and SI Mentor). It is the responsibility of the Conditional Special Instructor and his/her Learning-Support Team to arrange and complete this Special Instruction Mentorship within the designated 8-week period as well as to submit supporting documentation to the Special Instruction Workshop / Mentorship Office by the given deadlines.

A Special Instruction Mentorship Performance Evaluation Packet will be distributed to the Conditional Special Instructor and his/her Learning-Support Team upon the Conditional Special Instructor's successfully completion of the Special Instruction Workshop. Note: If a Conditional Special Instructor successfully completes the Special Instruction Workshop but has not met BOTH of the AEIS Supervision Requirements (as shown in the *Personnel Standards for Alabama's Early Intervention System* approved by ICC 12/5/18 section titled Supervision Requirements for "Conditional" Special Instructors), s/he will not be eligible to proceed from the Special Instruction Workshop to the Special Instruction Mentorship. At that point, the Conditional Special Instructor will be dropped from the training and will be required to repeat it in its entirety in some future Session.



Progression of the FY2021 Session 2 Special Instruction Mentorship is:

### **Week 1**

**3/29/21 – 4/4/21**

- Learning-Support Team is responsible for:
  - Determining learning activities, using the *Key Indicators of Family-Guided Routines-Based Intervention Looks Like/Doesn't Look Like TACTICS* as a guide, for the Conditional Special Instructor and the schedule of these learning activities.
  - Monitoring, supervising, and observing the Conditional Special Instructor.

### **Week 2**

**4/5/21 – 4/11/21**

- Learning-Support Team is responsible for:

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- Determining learning activities, using the *Key Indicators of Family-Guided Routines-Based Intervention Looks Like/Doesn't Look Like TACTICS* as a guide, for the Conditional Special Instructor and the schedule of these learning activities.
- Monitoring, supervising, and observing the Conditional Special Instructor.
- Week 2 Performance Evaluation is due to Dr. Nowakowski by 4/14/21. The Learning-Support Team (LST) is responsible for:
  - Conducting a formal Performance Evaluation of the Conditional Special Instructor's performance using the Evaluation Tools in the Week 2 Performance Evaluation section of the Special Instruction Mentorship Performance Evaluation Packet.
  - Holding a Performance Evaluation Review Meeting with the Conditional Special Instructor during which the results of the Week 2 Performance Evaluation are discussed.
    - This Meeting should take place by the last day of Week 2.
    - At the end of the Performance Evaluation Review Meeting, sign and date the Week 2 Performance Evaluation, scan it, and file the original Week 2 Performance Evaluation in the Conditional Special Instructor's personnel file in the EI Program hosting this Special Instruction Mentorship.
    - Instruct the Conditional Special Instructor to submit the scanned Week 2 Performance Evaluation into its designated submission space in the Special Instruction Workshop by 4/14/21. Please title the submitted Performance Evaluation "Week 2 Performance Evaluation on (here place the CSI's name)."
  - Important Note: If the Conditional Special Instructor did not pass any part of the Week 2 Performance Evaluation:
    - During the Performance Evaluation Review Meeting the Learning-Support Team must develop a Remediation Plan using the form found in the Week 2 Performance Evaluation section of the Special Instruction Mentorship Performance Evaluation Packet.
    - This Remediation Plan must be attached to the Week 2 Performance Evaluation which must be filed in the Conditional Special Instructor's personnel file in the EI Program hosting this Special Instruction Mentorship and submitted with the Week 2 Performance Evaluation in the submission space described above.

### **Week 3**

**4/12/21 – 4/18/21**

- Learning-Support Team is responsible for:
  - Determining learning activities, using the *Key Indicators of Family-Guided Routines-Based Intervention Looks Like/Doesn't Look Like TACTICS* as a guide, for the Conditional Special Instructor and the schedule of these learning activities.
  - Monitoring, supervising, and observing the Conditional Special Instructor.
- If the Conditional Special Instructor did not pass the Week 2 Performance Evaluation, the Learning-Support Team is responsible for:
  - Monitoring and re-evaluating the Conditional Special Instructor's performance using the Remediation Plan developed during the Week 2 Performance Evaluation review Meeting.

- Holding a Re-Evaluation Review Meeting with the Conditional Special Instructor during which the results of the Re-Evaluation are discussed.
  - This Meeting should take place by the last day of Week 3.
  - At the end of the Re-Evaluation Review Meeting, sign and date the Week 2 Remediation Plan, scan it, and file the original in the Conditional Special Instructor’s personnel file in the EI Program hosting this Special Instruction Mentorship.
  - Instruct the Conditional Special Instructor to submit the scanned Week 2 Remediation Plan with the Week 4 Performance Evaluation in the designated submission space in the Special Instruction Workshop by 4/28/21. Please title the submitted Week 2 Remediation Plan “Week 2 Remediation Plan on (here place the CSI’s name).”

#### **Week 4**

**4/19/21 – 4/25/21**

- Learning-Support Team is responsible for:
  - Determining learning activities, using the *Key Indicators of Family-Guided Routines-Based Intervention Looks Like/Doesn't Look Like TACTICS* as a guide, for the Conditional Special Instructor and the schedule of these learning activities.
  - Monitoring, supervising, and observing the Conditional Special Instructor.
- Week 4 Performance Evaluation is due to Dr. Nowakowski by 4/28/21. The Learning-Support Team (LST) is responsible for:
  - Conducting a formal Performance Evaluation of the Conditional Special Instructor’s performance using the Evaluation Tools in the Week 4 Performance Evaluation section of the Special Instruction Mentorship Performance Evaluation Packet.
  - Holding a Performance Evaluation Review Meeting with the Conditional Special Instructor during which the results of the Week 4 Performance Evaluation are discussed.
    - This Meeting should take place by the last day of Week 4.
    - At the end of the Performance Evaluation Review Meeting, sign and date the Week 4 Performance Evaluation, scan it, and file the original Week 4 Performance Evaluation in the Conditional Special Instructor’s personnel file in the EI Program hosting this Special Instruction Mentorship.
    - Instruct the Conditional Special Instructor to submit the scanned Week 4 Performance Evaluation into its designated submission space in the Special Instruction Workshop by 4/28/21. Please title the submitted Performance Evaluation “Week 4 Performance Evaluation on (here place the CSI’s name).”
  - Important Note: If the Conditional Special Instructor did not pass any part of the Week 4 Performance Evaluation:
    - During the Performance Evaluation Review Meeting the Learning-Support Team must develop a Remediation Plan using the form found in the Week 4 Performance Evaluation section of the Special Instruction Mentorship Performance Evaluation Packet.
    - This Remediation Plan must be attached to the Week 4 Performance Evaluation which must be filed in the Conditional Special Instructor’s personnel file in the EI Program hosting this Special Instruction Mentorship

and submitted with the Week 4 Performance Evaluation in the submission space described above.

- Important Note: Instruct the Conditional Special Instructor to submit the scanned Week 2 Remediation Plan from the Re-Evaluation Review Meeting (refer to Week 3) with the Week 4 Performance Evaluation in the designated submission space in the Special Instruction Workshop by 4/28/21. Please title the submitted Week 2 Remediation Plan “Week 2 Remediation Plan on (here place the CSI’s name).”

## **Week 5**

**4/26/21 – 5/2/21**

- Learning-Support Team is responsible for:
  - Determining learning activities, using the *Key Indicators of Family-Guided Routines-Based Intervention Looks Like/Doesn't Look Like TACTICS* as a guide, for the Conditional Special Instructor and the schedule of these learning activities.
  - Monitoring, supervising, and observing the Conditional Special Instructor.
- If the Conditional Special Instructor did not pass the Week 4 Performance Evaluation, the Learning-Support Team is responsible for:
  - Monitoring and re-evaluating the Conditional Special Instructor’s performance using the Remediation Plan developed during the Week 4 Performance Evaluation review Meeting.
  - Holding a Re-Evaluation Review Meeting with the Conditional Special Instructor during which the results of the Re-Evaluation are discussed.
    - This Meeting should take place by the last day of Week 5.
    - At the end of the Re-Evaluation Review Meeting, sign and date the Week 4 Remediation Plan, scan it, and file the original in the Conditional Special Instructor’s personnel file in the EI Program hosting this Special Instruction Mentorship.
    - Instruct the Conditional Special Instructor to submit the scanned Week 4 Remediation Plan with the Week 6 Performance Evaluation in the designated submission space in the Special Instruction Workshop by 5/12/21. Please title the submitted Week 4 Remediation Plan “Week 4 Remediation Plan on (here place the CSI’s name).”

## **Week 6**

**5/3/21 – 5/9/21**

- Learning-Support Team is responsible for:
  - Determining learning activities, using the *Key Indicators of Family-Guided Routines-Based Intervention Looks Like/Doesn't Look Like TACTICS* as a guide, for the Conditional Special Instructor and the schedule of these learning activities.
  - Monitoring, supervising, and observing the Conditional Special Instructor.
- Week 6 Performance Evaluation is due to Dr. Nowakowski by 5/12/21. The Learning-Support Team (LST) is responsible for:
  - Conducting a formal Performance Evaluation of the Conditional Special Instructor’s performance using the Evaluation Tools in the Week 6 Performance Evaluation section of the Special Instruction Mentorship Performance Evaluation Packet.

- Holding a Performance Evaluation Review Meeting with the Conditional Special Instructor during which the results of the Week 6 Performance Evaluation are discussed.
  - This Meeting should take place by the last day of Week 6.
  - At the end of the Performance Evaluation Review Meeting, sign and date the Week 6 Performance Evaluation, scan it, and file the original Week 6 Performance Evaluation in the Conditional Special Instructor’s personnel file in the EI Program hosting this Special Instruction Mentorship.
  - Instruct the Conditional Special Instructor to submit the scanned Week 6 Performance Evaluation into its designated submission space in the Special Instruction Workshop by 5/12/21. Please title the submitted Performance Evaluation “Week 6 Performance Evaluation on (here place the CSI’s name).”
- Important Note: If the Conditional Special Instructor did not pass any part of the Week 6 Performance Evaluation:
  - During the Performance Evaluation Review Meeting the Learning-Support Team must develop a Remediation Plan using the form found in the Week 6 Performance Evaluation section of the Special Instruction Mentorship Performance Evaluation Packet.
  - This Remediation Plan must be attached to the Week 6 Performance Evaluation which must be filed in the Conditional Special Instructor’s personnel file in the EI Program hosting this Special Instruction Mentorship and submitted with the Week 6 Performance Evaluation in the submission space described above.
- Important Note: Instruct the Conditional Special Instructor to submit the scanned Week 4 Remediation Plan from the Re-Evaluation Review Meeting (refer to Week 5) with the Week 6 Performance Evaluation in the designated submission space in the Special Instruction Workshop by 5/12/21. Please title the submitted Week 4 Remediation Plan “Week 4 Remediation Plan on (here place the CSI’s name).”

## **Week 7**

**5/10/21 – 5/16/21**

- Learning-Support Team is responsible for:
  - Determining learning activities, using the *Key Indicators of Family-Guided Routines-Based Intervention Looks Like/Doesn't Look Like TACTICS* as a guide, for the Conditional Special Instructor and the schedule of these learning activities.
  - Monitoring, supervising, and observing the Conditional Special Instructor.
- If the Conditional Special Instructor did not pass the Week 6 Performance Evaluation, the Learning-Support Team is responsible for:
  - Monitoring and re-evaluating the Conditional Special Instructor’s performance using the Remediation Plan developed during the Week 6 Performance Evaluation review Meeting.
  - Holding a Re-Evaluation Review Meeting with the Conditional Special Instructor during which the results of the Re-Evaluation are discussed.
    - This Meeting should take place by the last day of Week 7.
    - At the end of the Re-Evaluation Review Meeting, sign and date the Week 6 Remediation Plan, scan it, and file the original in the Conditional Special

Instructor's personnel file in the EI Program hosting this Special Instruction Mentorship.

- Instruct the Conditional Special Instructor to submit the scanned Week 6 Remediation Plan with the Final Performance Evaluation in the designated submission space in the Special Instruction Workshop by 5/26/21. Please title the submitted Week 6 Remediation Plan "Week 6 Remediation Plan on (here place the CSI's name)."

## **Week 8**

**5/17/21 – 5/23/21**

- Learning-Support Team is responsible for:
  - Determining learning activities, using the *Key Indicators of Family-Guided Routines-Based Intervention Looks Like/Doesn't Look Like TACTICS* as a guide, for the Conditional Special Instructor and the schedule of these learning activities.
  - Monitoring, supervising, and observing the Conditional Special Instructor.
- Final Performance Evaluation is due to Dr. Nowakowski by 5/26/21. The Learning-Support Team (LST) is responsible for:
  - Conducting a formal Performance Evaluation of the Conditional Special Instructor's performance using the Evaluation Tools in the Final Performance Evaluation section of the Special Instruction Mentorship Performance Evaluation Packet.
  - Holding a Performance Evaluation Review Meeting with the Conditional Special Instructor during which the results of the Final Performance Evaluation are discussed.
    - This Meeting should take place by the last day of Week 8.
    - At the end of the Performance Evaluation Review Meeting, sign and date the Final Performance Evaluation, scan it, and file the original Final Performance Evaluation in the Conditional Special Instructor's personnel file in the EI Program hosting this Special Instruction Mentorship.
    - Instruct the Conditional Special Instructor to submit the scanned Final Performance Evaluation into its designated submission space in the Special Instruction Workshop by 5/26/21. Please title the submitted Performance Evaluation "Final Performance Evaluation on (here place the CSI's name)."
  - Important Note: Instruct the Conditional Special Instructor to submit the scanned Week 6 Remediation Plan from the Re-Evaluation Review Meeting (refer to Week 7) with the Final Performance Evaluation in the designated submission space in the Special Instruction Workshop by 5/26/21. Please title the submitted Week 6 Remediation Plan "Week 6 Remediation Plan on (here place the CSI's name)."
  - Important Note: If the Conditional Special Instructor did not pass any part of the Final Performance Evaluation:
    - During the Performance Evaluation Review Meeting the Learning-Support Team must develop a Remediation Plan using the form found in the Final Performance Evaluation section of the Special Instruction Mentorship Performance Evaluation Packet.
    - This Remediation Plan must be attached to the Final Performance Evaluation which must be filed in the Conditional Special Instructor's personnel file in the EI Program hosting this Special Instruction Mentorship and submitted



with the Final Performance Evaluation in the submission space described above.

- At that point, the Conditional Special Instructor must complete 2 additional weeks (5/24/21 – 6/6/21) in the Special Instruction Mentorship so as to allow the Learning-Support Team time to monitor and re-evaluate the Conditional Special Instructor's performance.
- Before 6/6/21 evaluate the Conditional Special Instructor's performance using the Remediation Plan developed during the Final Performance Evaluation Review Meeting and the *Key Indicators of Family-Guided Routines-Based Intervention*.
- By 6/6/21 hold a Performance Evaluation Review Meeting with the Conditional Special Instructor and discuss the results of the Final Remediation Plan. At the end of the Performance Evaluation Review Meeting, sign and date the Final Remediation Plan, scan it, and file the original Final Remediation Plan in the Conditional Special Instructor's personnel file in the EI Program hosting this Special Instruction Mentorship.
- Instruct the Conditional Special Instructor to submit the scanned Final Remediation Plan into its designated submission space in the Special Instruction Workshop by 6/6/21.
- If the Conditional Special Instructor does not pass the Final Remediation Plan and/or does not submit this document by the deadline, s/he will be dropped from the training and required to repeat it in its entirety in some future Session.

**Important Notes:**

- The results recorded in the Performance Evaluations, as recorded by the Learning-Support Team, will be communicated to AEIS State Office by the Special Instruction Workshop / Mentorship Office.
- The results recorded in the Final Performance Evaluation, as recorded by the Learning-Support Team, will be communicated to the AEIS State office by the Special Instruction Workshop / Mentorship Office.
- Upon successfully completion of the Special Instruction Workshop / Special Instruction Mentorship, the Special Instruction Workshop / Mentorship Office will email a Certificate of Completion to the Conditional Special Instructor with a copy to AEIS State Office and the Learning-Support Team.
- Upon successfully completion of the Special Instruction Workshop / Special Instruction Mentorship, the Conditional Special Instructor will be recognized by the AEIS as a Qualified Special Instructor (SI) and approved for billing of SI services.
- Upon successfully completion of the Special Instruction Workshop / Special Instruction Mentorship, the Conditional Special Instructor will receive 10 Contact Hours (documented on the Certificate of Completion).
- The Special Instruction training is not completed, and the Conditional Special Instructor will not be recognized by the AEIS State Office as a Qualified Special Instructor or approved for billing of Special Instruction services within an AEIS-Supported program until both the Special Instruction Workshop and Special Instruction Mentorship are successfully completed.

- It is the responsibility of the Conditional Special Instructor and his/her Learning-Support Team to arrange and complete the Special Instruction Mentorship within the designated 8-week period as well as to submit required documentation to the Special Instruction Workshop / Mentorship Office by the given deadlines. The Special Instruction Mentorship MUST span a full 8-week period.
- Conditional Special Instructors have 2 attempts to successfully complete the Special Instruction 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 Qualified Special Instructor or approved for billing of services within an AEIS-Supported program.
- If a Conditional Special Instructor successfully completes the Special Instruction Mentorship but does not submit the required documentation to the Special Instruction Workshop / Mentorship Office by the designated deadlines, the Conditional Special Instructor will be dropped from the Special Instruction training and will not be recognized by the AEIS State Office as a Qualified Special Instructor or approved for billing of Special Instruction services within an AEIS-Supported program.

### **Learning-Support Team**

Each Conditional Special Instructor must have an active Learning-Support Team which is comprised of the Early Intervention (EI) Program Director, Supervisor, and Special Instruction (SI) Mentor. They serve a very important and key role in the Special Instruction Mentorship. Following are the required Qualifications and Responsibilities for each member of the Learning-Support Team.



#### **Special Instruction (SI) Mentor Qualifications**

- Must hold a degree in Early Childhood Special Education with current Certification or be recognized as a Qualified Special Instructor by the AEIS State Office.
- Must meet the AEIS definition of a Qualified Special Instructor:  
  - An approved special instructor has, per the AEIS Personnel Standards, 2 years of employment in AEIS as a special instructor and adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a Qualified Special Instructor as per the definition above, contact the AEIS State Office.)
- Must be available to oversee, evaluate, and provide meaningful feedback to the Conditional Special Instructor.
- Must be the current Supervisor of the Conditional Special Instructor within the employing AEIS-Supported EI Program in which the SI Mentorship will take place. If the SI Mentor is not the Supervisor, the SI Mentor and Supervisor are expected to work closely together during the Special Instruction Workshop / Mentorship.
- Must be willing and available to serve in this capacity during the entire scheduled 20-week Special Instruction Workshop / Mentorship.

- Must be efficient with using evaluation instruments, standard observation techniques, feedback, and coaching strategies to assist the Conditional Special Instructor 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 as a District Early Intervention Coordinator (DEIC) within the District in which the SI Mentorship will take place, 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 Conditional Special Instructor’s SI Mentor must be granted at the time of requesting for participation in the Special Instruction Workshop / Special Instruction Mentorship. If these qualifications are not met, the SI Mentor will not be approved to serve in this capacity and the Conditional Special Instructor will be denied participation in the Special Instruction Workshop / Special Instruction Mentorship.

### **Responsibilities**

- By Module 11 (Week 11) of the SI Workshop the Conditional Special Instructor must complete with the following with assistance from his/her Learning-Support Team (EI Program Director, Supervisor, and SI Mentor):
  - 1. Observations  
The Conditional Special Instructor must complete a minimum of 10 Observations of a Qualified Special Instructor\* and other EI disciplines (such as OT, PT, SLP) before delivering SI services. The Conditional Special Instructor must document each Observation using the “Conditional Special Instructor Observation Learning Tool” (Appendix B from the *Personnel Standards for Alabama's Early Intervention System* and provided in the Special Instruction Workshop) and the EI professional who was observed must sign the document. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)
  - 2. Supervisory Observations  
A Qualified Special Instructor\* (the SI Mentor) must provide the Conditional Special Instructor with direct, onsite supervision (joint visits) at a minimum of 2 times per month or more frequently as needed and determined by the supervising service provider. The Qualified Special Instructor\* (the SI Mentor) must document each Supervisory Observation of the Conditional Special Instructor using the observation tool, “Key Indicators of Family-Guided Routines-Based Intervention” (Appendix C from the *Personnel Standards for Alabama's Early Intervention System* and provided in the Special Instruction Workshop). (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

\*Qualified Special Instructor is defined as an approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as a special instructor and who adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a Qualified Special Instructor as per the definition above, contact the state office as needed.)

If a Conditional Special Instructor successfully completes the SI Workshop but has not met this AEIS requirement, s/he will not be eligible to proceed from the SI Workshop to

the SI Mentorship. At that point, the Conditional Special Instructor will be dropped from the training and will be required to repeat it in its entirety at some future Session.

- If at any point during this Special Instruction Workshop / Mentorship the Conditional Special Instructor leaves the employment of the EI Program identified in the *Request for Participation*, the SI Mentor must immediately notify the Special Instruction Workshop / Mentorship Office. At that point, the Conditional Special Instructor will be dropped from this training.
- If at any point during this Special Instruction Workshop / Mentorship the SI Mentor leaves the employment of the EI Program identified in the *Request for Participation*, the SI Mentor must immediately notify the Special Instruction Workshop / Mentorship Office. At that point, if a replacement SI Mentor is not identified by the Conditional Special Instructor s/he will be dropped from this SI training.
- The SI Mentorship begins immediately following the Conditional Special Instructor's successful completion of the SI Workshop and extends a designated 8-week period. During this time, the SI Mentor and Supervisor guide the Conditional Special Instructor through the process of demonstrating effective SI skills. The SI Mentor is expected to work closely with the Supervisor.
- It is the responsibility of the Conditional Special Instructor, SI 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 Special Instruction Workshop / Mentorship Office by the given deadlines. The SI training is not complete, and the Conditional Special Instructor will not be recognized by the AEIS State Office as a Qualified 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 Conditional Special Instructor 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 Conditional Special Instructor 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 Conditional Special Instructor with opportunities to observe infants/toddlers and Qualified Special Instructors in other settings within the EI Program.
- Explain the procedure of transition.
- Require the Conditional Special Instructor to attend professional meetings, such as team meetings, IFSP meetings, and other program meetings.
- Assist the Conditional Special Instructor in developing identified skill and knowledge deficiencies throughout the SI Mentorship experience.
- Provide frequent support and encouragement to the Conditional Special Instructor.
- Read and comply with all sections in this Booklet.
- Prior to the start of the SI Mentorship, in coordination with the Supervisor, meet with the Conditional Special Instructor 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 Special Instruction Workshop / Mentorship Office, via email, about the SI Workshop completion status of the Conditional Special Instructor. If it has been successfully completed, a SI Mentorship Performance 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 Special Instruction 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 Conditional Special Instructor must enroll in a future SI Workshop. The SI Mentor can be helpful by urging the Conditional Special Instructor to complete the enrollment process for a future SI Workshop / Mentorship.
- In coordination with the Supervisor, the SI Mentor and Conditional Special Instructor will have a designated 8 weeks, which immediately follow the successful completion of the SI Workshop, to successfully complete the SI Mentorship.
- In coordination with the Supervisor, the SI Mentor is responsible for notifying the Special Instruction Workshop / Mentorship Office of the Conditional Special Instructor's successfully completion or unsuccessfully completion of the SI Mentorship using forms in the SI Mentorship Performance Evaluation Packet. If the SI Mentorship has been successfully completed, the Special Instruction Workshop / Mentorship Office will notify the AEIS State Office and the Conditional Special Instructor will be listed as an approved Qualified Special Instructor who qualifies for billing of SI services. If the SI Mentorship has not been successfully completed, the Special Instruction Workshop / Mentorship Office will notify the AEIS State Office and the Conditional Special Instructor will not be approved to deliver or bill for SI services in an AEIS-Supported EI program.
- In coordination with the EI Program Director and Supervisor, during the designated 8-week SI Mentorship, the SI Mentor must complete 4 formal performance evaluations (at the end of Week 2, Week 4, Week 6, and Week 8). Following each performance evaluation, the Learning-Support Team should discuss the results of the performance evaluations with the Conditional Special Instructor and keep records of these performance evaluations and meetings.
- If, during the SI Mentorship, the SI Mentor has any concerns regarding the Conditional Special Instructor 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 Conditional Special Instructor does not successfully complete the SI Mentorship within the designated 8-week period and/or presents performance problems, it is the SI Mentor's responsibility to inform the Supervisor and EI Program Director and either resolve the Conditional Special Instructor's situation in compliance with AEIS guidelines and/or EI Program guidelines or develop a written Remediation Plan for the Conditional Special Instructor as well as to notify the Special Instruction Workshop / Mentorship Office. If the Conditional Special Instructor is given a Remediation Plan, the SI Mentor and Conditional Special Instructor 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 SI Mentor's responsibility to complete and

submit the SI Mentorship Final Evaluation to the Special Instruction Workshop / Mentorship Office. If the Conditional Special Instructor has successfully completed the Remediated SI Mentorship, his/her name will be given to the AEIS State Office by the Special Instruction Workshop / Mentorship Office and s/he will be listed as an approved Qualified Special Instructor who qualifies for billing of these services. If the Conditional Special Instructor does not successfully complete the Remediated SI Mentorship, s/he will not be approved to deliver or bill for SI in an AEIS-Supported EI program and will be listed as such.

- If a Conditional Special Instructor successfully completes the SI Mentorship but his/her Learning-Support Team does not submit the required Final Performance Evaluation to the Special Instruction Workshop / Mentorship Office by the designated deadline, the Conditional Special Instructor will not be approved by AEIS as an approved Qualified Special Instructor and will not qualify for billing of SI services.
- The Special Instruction Workshop / Mentorship Office will not contact the SI Mentor to obtain the required documentation. It is the responsibility of the SI Mentor to fully and accurately complete the required documentation and successfully submit it to the Special Instruction Workshop / Mentorship Office by the given deadlines. The SI Mentor will receive confirmation when a required document is received by the Special Instruction Workshop / Mentorship Office. If s/he does not receive this confirmation within 3 days of sending it, it is the Supervisor's/SI Mentor's responsibility to contact the Special Instruction Workshop / Mentorship Office to inquire.
- AEIS/Troy University/Special Instruction Workshop / Mentorship Office do not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a SI Mentor.
- If the Conditional Special Instructor leaves this Session of the Special Instruction Workshop / Mentorship for any reason at any point (including prior to the start of this Session), s/he will:
  - Forfeit his/her opportunity to complete this Session. All work completed will not be saved or forwarded to a future Session.
  - Have 1 attempt of the 2 attempts left to complete the SI Workshop / Mentorship. This means, failing to successfully complete the next Session enrolled in will result in not having another attempt left and not being recognized by the AEIS State Office as a Qualified Special Instructor (thus, forfeiting the opportunity to become an AEIS Qualified Special Instructor).
  - Be required to wait until the final Session of this FY before requesting participation. If s/he enrolled in the final Session of this FY and drops out, s/he will be required to wait until the following FY to submit a *Request for Participation*. Additionally, acceptance into the Session will be determined by space availability. If the Session s/he requests to participate in is full, s/he will not be allowed into it.



## **Supervisor Qualifications**

- Be available to oversee, evaluate, and provide meaningful feedback to the Conditional Special Instructor during the entire Special Instruction Workshop / Special Instruction Mentorship.
- Must be the Supervisor of the Conditional Special Instructor within the employing EI Program (which must also be the EI Program in which the SI Mentorship will take place).
- If the Supervisor is not the SI Mentor, the Supervisor and SI Mentor are expected to work closely together during the Special Instruction Workshop / Special Instruction Mentorship.
- Must be willing and available to serve in this capacity during the entire Special Instruction Workshop / Special Instruction Mentorship.
- Must be comfortable with using evaluation instruments, standard observation techniques, feedback, and coaching strategies to assist the Conditional Special Instructor 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 as a District Early Intervention Coordinator (DEIC) in the same District as the AEIS-Supported EI Program in which the SI Mentorship will take place.

### **Responsibilities**

- By Module 11 (Week 11) of the SI Workshop the Conditional Special Instructor must complete with the following with assistance from the Learning-Support Team (EI Program Director, Supervisor, and SI Mentor):
    - 1. Observations  
The Conditional Special Instructor must complete a minimum of 10 Observations of a Qualified Special Instructor\* and other EI disciplines (such as OT, PT, SLP) before delivering SI services. The Conditional Special Instructor must document each Observation using the “Conditional Special Instructor Observation Learning Tool” (Appendix B from the *Personnel Standards for Alabama's Early Intervention System* and provided in the Special Instruction Workshop) and the EI professional who was observed must sign the document. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)
    - 2. Supervisory Observations  
A Qualified Special Instructor\* (the SI Mentor) must provide the Conditional Special Instructor with direct, onsite supervision (joint visits) at a minimum of 2 times per month or more frequently as needed and determined by the supervising service provider. The Qualified Special Instructor\* (the SI Mentor) must document each Supervisory Observation of the Conditional Special Instructor using the observation tool, “Key Indicators of Family-Guided Routines-Based Intervention” (Appendix C from the *Personnel Standards for Alabama's Early Intervention System* and provided in the Special Instruction Workshop). (NOTE: This tool is for learning purposes only and should not go in the child’s record.)
- \*Qualified Special Instructor is defined as an approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as a special instructor and who adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a Qualified Special Instructor as per the definition above, contact the state office as needed.)

If a Conditional Special Instructor successfully completes the SI Workshop but has not met both of these AEIS requirements, s/he will not be eligible to proceed from the SI Workshop to the SI Mentorship. At that point, the Conditional Special Instructor will be dropped from the training and will be required to repeat it in its entirety at some future Session.

- The SI Mentorship begins immediately following the Conditional Special Instructor's successful completion of the SI Workshop and extends a designated 8-week period. During this time, the Supervisor and SI Mentor guide the Conditional Special Instructor through the process of demonstrating effective SI skills. The Supervisor is expected to work closely with the SI Mentor and Conditional Special Instructor in this process.
- It is the responsibility of the Supervisor, SI Mentor, and Conditional Special Instructor to arrange and complete this SI Mentorship within the designated 8-week period as well as to submit supporting documentation to the Special Instruction Workshop / Mentorship Office by the given deadlines. The SI training is not complete, and the Conditional Special Instructor will not be recognized by the AEIS State Office as a Qualified 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 SI Mentor and Conditional Special Instructor in this process.
- In coordination with the SI Mentor, act as a resource person to the Conditional Special Instructor 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 SI Mentor, review and provide constructive feedback to the Conditional Special Instructor on his/her assessment skills, development and delivery of SI services, behavior management skills, and progress note preparation.
- In coordination with the SI Mentor, set and communicate standards for team work, assessment, intervention planning and delivery, and progress note preparation.
- In coordination with the SI Mentor, if possible, provide Conditional Special Instructor with opportunities to observe infants/toddlers and Qualified Special Instructors in other settings within the EI Program.
- In coordination with the SI Mentor, explain the procedure of transition.
- In coordination with the SI Mentor, require the Conditional Special Instructor to attend professional meetings, such as team meetings, IFSP meetings, and other program meetings.
- In coordination with the SI Mentor, assist the Conditional Special Instructor in developing identified skill and knowledge deficiencies throughout the SI Mentorship experience.
- Provide frequent support and encouragement to the Conditional Special Instructor.
- Read and comply with all sections in this Booklet.
- In coordination with the SI Mentor, prior to the start of the SI Mentorship, meet with the Conditional Special Instructor 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 Special Instruction Workshop / Mentorship Office, via email,



about the SI Workshop completion status of the Conditional Special Instructor. 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 Special Instruction 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 Conditional Special Instructor must enroll in a future SI Workshop. The SI Mentor can be helpful by urging the Conditional Special Instructor to complete the enrollment process for a future SI Workshop.
- The Supervisor, SI Mentor and Conditional Special Instructor will have a designated 8 weeks, which immediately follow the successful completion of the SI Workshop, to successfully complete the SI Mentorship.
- The Supervisor and SI Mentor are responsible for notifying the Special Instruction Workshop / Mentorship Office of the Conditional Special Instructor's successfully completion or unsuccessfully completion of the SI Mentorship using forms in the SI Mentorship Performance Evaluation Packet. If the SI Mentorship has been successfully completed, the Special Instruction Workshop / Mentorship Office will notify the AEIS State Office and the Conditional Special Instructor will be listed as an approved Qualified Special Instructor who qualifies for billing of SI services. If the SI Mentorship has not been successfully completed, the Special Instruction Workshop / Mentorship Office will notify the AEIS State Office and the Conditional Special Instructor will not be approved to deliver or bill for SI services in an AEIS-Supported EI program.
- During the designated 8-week SI Mentorship the Learning-Support Team (EI Program Director, Supervisor and SI Mentor) must complete 4 formal performance evaluations (at the end of Week 2, Week 4, Week 6, and Week 8). Following each performance evaluation, the Learning-Support Team should discuss the results of the performance evaluation with the Conditional Special Instructor and keep records of these performance evaluations and meetings.
- If, during the SI Mentorship, the Supervisor has any concerns regarding the Conditional Special Instructor 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 Conditional Special Instructor does not successfully complete the SI Mentorship within the designated 8-week period and/or presents performance problems, it is the Supervisor's and SI Mentor's responsibility to inform the EI Program Director and either resolve the Conditional Special Instructor's situation in compliance with AEIS guidelines and/or EI Program guidelines or develop a written Remediation Plan for the Conditional Special Instructor as well as to notify the Special Instruction Workshop / Mentorship Office. If the Conditional Special Instructor is given a Remediation Plan, the Supervisor, SI Mentor and Conditional Special Instructor 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 Performance Evaluation to the Special Instruction Workshop / Mentorship Office. If the Conditional Special Instructor has successfully completed the Remediated SI Mentorship, his/her name will be given to the

AEIS State Office by the Special Instruction Workshop / Mentorship Office and s/he will be listed as an approved Qualified Special Instructor who qualifies for billing of these services. If the Conditional Special Instructor does not successfully complete the Remediated SI Mentorship, s/he will not be approved to deliver or bill for SI in an AEIS-Supported EI program and will be listed as such.

- If a Conditional Special Instructor successfully completes the SI Mentorship but his/her Learning-Support Team does not submit the required Final Performance Evaluation to the Special Instruction Workshop / Mentorship Office by the designated deadline, the Conditional Special Instructor will not be approved by AEIS as an approved Qualified Special Instructor and will not qualify for billing of SI services.
- The Special Instruction 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 Special Instruction Workshop / Mentorship Office by the given deadlines. The Supervisor will receive confirmation when a required document is received by the Special Instruction Workshop / Mentorship Office. If s/he does not receive this confirmation within 3 days of sending it, it is the Supervisor's responsibility to contact the Special Instruction Workshop / Mentorship Office to inquire.
- If at any point during this Special Instruction Workshop / Mentorship the Conditional Special Instructor leaves the employment of the EI Program identified in the *Request for Participation*, the Supervisor must immediately notify the Special Instruction Workshop / Mentorship Office. At that point, the Conditional Special Instructor will be dropped from this training.
- If at any point during this Special Instruction Workshop / Mentorship the Supervisor leaves the employment of the EI Program identified in the *Request for Participation*, the Supervisor must immediately notify the Special Instruction Workshop / Mentorship Office. At that point, if a replacement Supervisor is not identified by the Conditional Special Instructor s/he will be dropped from this SI training.
- AEIS/Troy University/Special Instruction Workshop / Mentorship Office do not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a Supervisor.
- The Conditional Special Instructor is not recognized by the AEIS State Office as a Qualified Special Instructor or approved for billing of SI services until s/he successfully completes the SI Workshop and the SI Mentorship, and the SI Mentor and Supervisor have submitted by the given deadlines the appropriate and required documentation to the Special Instruction Workshop / Mentorship Office.
- If the Conditional Special Instructor leaves this Session of the Special Instruction Workshop / Mentorship for any reason at any point (including prior to the start of this Session), s/he will:
  - Forfeit his/her opportunity to complete this Session. All work completed will not be saved or forwarded to a future Session.
  - Have 1 attempt of the 2 attempts left to complete the SI Workshop / Mentorship. This means, failing to successfully complete the next Session enrolled in will result in not having another attempt left and not being recognized by the AEIS State Office as a Qualified Special Instructor (thus, forfeiting the opportunity to become an AEIS Qualified Special Instructor).

- Be required to wait until the final Session of this FY before requesting participation. If s/he enrolled in the final Session of this FY and drops out, s/he will be required to wait until the following FY to submit a *Request for Participation*. Additionally, acceptance into the Session will be determined by space availability. If the Session s/he requests to participate in is full, s/he will not be allowed into it.



## **EI Program Director**

### **Qualifications**

- Be available to oversee and supervise the SI Mentor, Supervisor and Conditional Special Instructor throughout the Special Instruction Workshop / Mentorship.
- Must be the current EI Program Director of the SI Mentor, Supervisor, and Conditional Special Instructor within the employing AEIS-Supported EI Program (in which the SI Mentorship will take place).
- Must be currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place.

### **Responsibilities**

- By Module 11 (Week 11) of the SI Workshop the Conditional Special Instructor must complete with the following with assistance from the Learning-Support Team (EI Program Director, Supervision, SI Mentor):
  - 1. Observations
 

The Conditional Special Instructor must complete a minimum of 10 Observations of a Qualified Special Instructor\* and other EI disciplines (such as OT, PT, SLP) before delivering SI services. The Conditional Special Instructor must document each Observation using the “Conditional Special Instructor Observation Learning Tool” (Appendix B from the *Personnel Standards for Alabama's Early Intervention System* and provided in the Special Instruction Workshop) and the EI professional who was observed must sign the document. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)
  - 2. Supervisory Observations
 

A Qualified Special Instructor\* (the SI Mentor) must provide the Conditional Special Instructor with direct, onsite supervision (joint visits) at a minimum of 2 times per month or more frequently as needed and determined by the supervising service provider. The Qualified Special Instructor\* (the SI Mentor) must document each Supervisory Observation of the Conditional Special Instructor using the observation tool, “Key Indicators of Family-Guided Routines-Based Intervention” (Appendix C from the *Personnel Standards for Alabama's Early Intervention System* and provided in the Special Instruction Workshop). (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

\*Qualified Special Instructor is defined as an approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as a special instructor and who adheres to the AEIS Special Instructor Scope of Practice. (For assistance in identifying a Qualified Special Instructor as per the definition above, contact the state office as needed.)

If a Conditional Special Instructor successfully completes the SI Workshop but has not met both of these AEIS requirements, s/he will not be eligible to proceed from the SI Workshop to the SI Mentorship. At that point, the Conditional Special Instructor will be dropped from the training and will be required to repeat it in its entirety at some future Session.

- Provide frequent support and encouragement to the Conditional Special Instructor.
- Read and comply with all sections in this Booklet.
- If, during the SI Mentorship, the EI Program Director has a concern about the Conditional Special Instructor and/or the Supervisor or SI Mentor has any concerns regarding the Conditional Special Instructor 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.
- If at any point during this Special Instruction Workshop / Mentorship the EI Director leaves the employment of the EI Program identified in the *Request for Participation*, s/he must immediately notify the Special Instruction Workshop / Mentorship Office. At that point, if a replacement EI Program Director is not identified by the Conditional Special Instructor s/he will be dropped from this SI training.
- If at any point during this Special Instruction Workshop / Mentorship the SI Mentor leaves the employment of the EI Program identified in the *Request for Participation*, the EI Program Director must immediately notify the Special Instruction Workshop / Mentorship Office. At that point, if a replacement SI Mentor is not identified by the Conditional Special Instructor s/he will be dropped from this SI training.
- If at any point during this Special Instruction Workshop / Mentorship the Supervisor leaves the employment of the EI Program identified in the *Request for Participation*, the EI Program Director must immediately notify the Special Instruction Workshop / Mentorship Office. At that point, if a replacement Supervisor is not identified by the Conditional Special Instructor s/he will be dropped from this SI training.
- If at any point during this Special Instruction Workshop / Mentorship the Conditional Special Instructor leaves the employment of the EI Program identified in the *Request for Participation*, the EI Program Director must immediately notify the Special Instruction Workshop / Mentorship Office. At that point, the Conditional Special Instructor will be dropped from this SI training.
- AEIS/Troy University/Special Instruction Workshop / Mentorship Office do not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a SI Mentor, Supervisor, Conditional Special Instructor, or EI Program Director.
- The Conditional Special Instructor is not recognized by the AEIS State Office as a Qualified Special Instructor or approved for billing of SI services until s/he successfully completes the SI Workshop and the SI Mentorship; and, the Learning-Support Team has submitted by the given deadlines the appropriate and required documentation to the Special Instruction Workshop / Mentorship Office.
- The EI Program Director must accept all responsibility and liability associated with allowing this SI Mentorship in his/her EI Program.
- If performance problems are found with the Conditional Special Instructor during the SI Workshop / Mentorship, the EI Program Director will accept the responsibility associated with resolving all aspects of the problem as well as any and all litigation.

- If this Conditional Special Instructor’s employment/vending in the AEIS-Supported EI Program identified in the *Request for Participation* is terminated during any point in the SI Workshop / Mentorship, the EI Program Director will promptly inform the Special Instruction Workshop / Mentorship Office. At that point, the Conditional Special Instructor will be dropped from the SI Workshop / Mentorship.
- If this Supervisor’s or SI Mentor’s employment in this EI Program Director’s AEIS-Supported EI Program is terminated during any point in the SI Workshop / Mentorship, the EI Program Director will promptly inform the Special Instruction Workshop / Mentorship Office and find the Conditional Special Instructor a Supervisor and/or SI Mentor that meet(s) the requirements as outlined in this document. EI Program Director must work with the new Supervisor and/or SI Mentor in completing their sections of the *Request for Participation* and submit it to the Special Instruction Workshop / Mentorship Office for review and approval. If this does not occur within 7 days of the Supervisor’s and/or SI Mentor’s departure, the Conditional Special Instructor will be dropped from the SI Workshop / Mentorship. Additionally, the Conditional Special Instructor may not begin the SI Mentorship until a new Supervisor and/or SI Mentor is approved by the Special Instruction Workshop / Mentorship Office; and, the schedule of the SI Mentorship will be altered/extended.
- If the Conditional Special Instructor leaves this Session of the Special Instruction Workshop / Mentorship for any reason at any point (including prior to the start of this Session), s/he will:
  - Forfeit his/her opportunity to complete this Session. All work completed will not be saved or forwarded to a future Session.
  - Have 1 attempt of the 2 attempts left to complete the SI Workshop / Mentorship. This means, failing to successfully complete the next Session enrolled in will result in not having another attempt left and not being recognized by the AEIS State Office as a Qualified Special Instructor (thus, forfeiting the opportunity to become an AEIS Qualified Special Instructor).
  - Be required to wait until the final Session of this FY before requesting participation. If s/he enrolled in the final Session of this FY and drops out, s/he will be required to wait until the following FY to submit a *Request for Participation*. Additionally, acceptance into the Session will be determined by space availability. If the Session s/he requests to participate in is full, s/he will not be allowed into it.



In addition to the responsibilities for the Learning-Support Team, the Conditional Special Instructor has qualifications and responsibilities that must be met. Following is that information.

### **Conditional Special Instructor**



### **Conditional Special Instructor**

## Qualifications

- Must be currently employed by the AEIS-Supported EI Program in which the SI Mentorship will take place.
- Must be an AEIS-Approved “Conditional Special Instructors” who is currently employed by an AEIS-Supported Early Intervention Program to provide Special Instruction (SI) services or currently employed by AEIS to provide SI services as an AEIS-Approved Special Instruction Vendor.
- Must be in year 1 of initial employment with AEIS. (Note: The 1-year timeline does not restart upon employment with a different AEIS program.)

## Responsibilities

- Prior to requesting participation in the SI Workshop / Mentorship, submit the following documents to the AEIS State Office AND received approval to provide SI services as a “Conditional Special Instructor”
  - Official Transcript which documents a Bachelor's and/or other degree (e.g., Master's, Doctoral degree) which meets AEIS Personnel Review Committee requirements for Special Instruction.
- 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). Progression to the SI Mentorship will not be allowed if the Conditional Special Instructor does not successfully complete the SI Workshop.
- By Module 11 (Week 11) of the SI Workshop the Conditional Special Instructor must complete the following and submit to the Special Instruction Workshop / Mentorship Instructor documentation (using provided forms) which confirms the completion of both of these AEIS requirements.
  - 1. Observations  
The Conditional Special Instructor must complete a minimum of 10 Observations of a Qualified Special Instructor\* and other EI disciplines (such as OT, PT, SLP) before delivering SI services. The Conditional Special Instructor must document each Observation using the “Conditional Special Instructor Observation Learning Tool” (Appendix B from the *Personnel Standards for Alabama's Early Intervention System* and provided in the Special Instruction Workshop) and the EI professional who was observed must sign the document. (NOTE: This tool is for learning purposes only and should not go in the child’s record.)
  - 2. Supervisory Observations  
A Qualified Special Instructor\* (the SI Mentor) must provide the Conditional Special Instructor with direct, onsite supervision (joint visits) at a minimum of 2 times per month or more frequently as needed and determined by the supervising service provider. The Qualified Special Instructor\* (the SI Mentor) must document each Supervisory Observation of the Conditional Special Instructor using the observation tool, “Key Indicators of Family-Guided Routines-Based Intervention” (Appendix C from the *Personnel Standards for Alabama's Early Intervention System* and provided in the Special Instruction Workshop). (NOTE: This tool is for learning purposes only and should not go in the child’s record.)

\*Qualified Special Instructor is defined as an approved special instructor as per the AEIS Personnel Standards with 2 years of employment in AEIS as a special instructor and who adheres to the AEIS Special Instructor

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Scope of Practice. (For assistance in identifying a Qualified Special Instructor as per the definition above, contact the state office as needed.)

If a Conditional Special Instructor successfully completes the SI Workshop but has not met both of these AEIS requirements, s/he will not be eligible to proceed from the SI Workshop to the SI Mentorship. At that point, the Conditional Special Instructor will be dropped from the training and will be required to repeat it in its entirety at some future Session.

- 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 SI Mentor and Supervisor.
- Work with the SI Mentor and Supervisor to ensure that all required documentation is complete.
- Follow and participate in the schedule as given to her/him by her/his SI Mentor and Supervisor.
- Establish goals and objectives with the SI 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 SI Mentor and Supervisor.
- Create intervention plans that satisfy state standards with the guidance of the SI 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 SI Mentor and Supervisor as soon as possible if an absence is necessary
- Other as found necessary by the SI 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 Conditional Special Instructor will be required to participate in a remediation SI Mentorship for 8 additional weeks (which would be classified as the second attempt). If the Conditional Special Instructor 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 Qualified Special Instructor by the AEIS State Office and will not be approved for billing of SI services.
- Until the Conditional Special Instructor successfully completes the SI Workshop and the SI Mentorship, s/he is not recognized by the AEIS State Office as a Qualified Special Instructor or approved for billing of SI services.
- A Conditional Special Instructor 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 Conditional Special Instructor will not be recognized by the AEIS State Office as a Qualified Special Instructor or approved for billing of SI services within an AEIS supported program. Additionally, if a

Conditional Special Instructor successfully completes the SI Mentorship but his/her SI Mentor does not submit the appropriate documentation to the Special Instruction Workshop / Mentorship Office by the designated deadlines, s/he will not be recognized by the AEIS State Office as a Qualified 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.
- If at any point during this Special Instruction Workshop / Mentorship the SI Mentor leaves the employment of the EI Program identified in the *Request for Participation*, the Conditional Special Instructor must immediately notify the Special Instruction Workshop / Mentorship Office. At that point, if a replacement SI Mentor is not identified by the Conditional Special Instructor s/he will be dropped from this SI training.
- If at any point during this Special Instruction Workshop / Mentorship the Supervisor leaves the employment of the EI Program identified in the *Request for Participation*, the Conditional Special Instructor must immediately notify the Special Instruction Workshop / Mentorship Office. At that point, if a replacement Supervisor is not identified by the Conditional Special Instructor s/he will be dropped from this SI training.
- If at any point during this Special Instruction Workshop / Mentorship the EI Program Director leaves the employment of the EI Program identified in the *Request for Participation*, the Conditional Special Instructor must immediately notify the Special Instruction Workshop / Mentorship Office. At that point, if a replacement EI Program Director is not identified by the Conditional Special Instructor s/he will be dropped from this SI training.
- If at any point during this Special Instruction Workshop / Mentorship the Conditional Special Instructor leaves the employment of the EI Program identified in the *Request for Participation*, the Conditional Special Instructor must immediately notify the Special Instruction Workshop / Mentorship Office. At that point, the Conditional Special Instructor will be dropped from this SI training.
- AEIS/Troy University/Special Instruction Workshop / Mentorship Office do not provide any type of stipend/honorarium/payment/reimbursement to anyone who serves as a Conditional Special Instructor.
- The Conditional Special Instructor will not be recognized by the AEIS State Office as a Qualified Special Instructor or approved for billing of SI services until the Conditional Special Instructor successfully completes the SI Workshop and the SI Mentorship, and the Learning-Support Team has submitted by the given deadlines the appropriate and required documentation to the Special Instruction Workshop / Mentorship Office.
- Accept all responsibility and liability associated with participating in the SI Workshop/Mentorship.
- If employment/vending in the AEIS-Supported EI Program identified in the *Request for Participation* is terminated during any point in the SI Workshop / Mentorship, the Conditional Special Instructor must immediately inform the Special Instruction Workshop / Mentorship Office; and, remove self from the SI Workshop / Mentorship.



- The SI Workshop / Mentorship is designed to provide instruction that partially replicates the information presented in college/university programs of Early Childhood Special Education; however, 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 EI program.
- 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) AND, for SIs hired after 12/5/18 fully complete the Supervision Requirements for Conditional Special Instructors found in the *Personnel Standards for Alabama's Early Intervention System* (approved by ICC 12/5/18), in order to successfully complete the SI Workshop and proceed into the SI Mentorship. If s/he does not meet this requirement, s/he will be required to re-enroll in another Session and complete the SI Workshop / Mentorship in its entirety with a 2-attempt limit.
- If the Conditional Special Instructor leaves this Session of the Special Instruction Workshop / Mentorship for any reason at any point (including prior to the start of this Session), s/he will:
  - Forfeit her/his opportunity to complete this Session. All work completed will not be saved or forwarded to a future Session.
  - Have 1 attempt of the 2 attempts left to complete the SI Workshop / Mentorship. This means, failing to successfully complete the next Session enrolled in will result in not having another attempt left and not being recognized by the AEIS State Office as a Qualified Special Instructor (thus, forfeiting the opportunity to become an AEIS Qualified Special Instructor).
  - Be required to wait until the final Session of this FY before requesting participation. If s/he enrolled in the final Session of this FY and drops out, s/he will be required to wait until the following FY to submit a *Request for Participation*. Additionally, acceptance into the Session will be determined by space availability. If the Session s/he requests to participate in is full, s/he will not be allowed into it.

### **Required Computer Skills/Equipment**

A Conditional Special Instructor 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 Conditional Special Instructor is required to purchase a textbook which will be used throughout the online SI Workshop. Upon acceptance, Conditional Special Instructors 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 Conditional Special Instructor'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)

products.brookespublishing.com

Paperback - \$39.95

eBook 262-KB - \$39.95

### **Message from the AEIS State Office**

We are pleased you are interested in participating in this Session of the Special Instruction Workshop / Mentorship. Please carefully and fully complete the *Request for Participation* which starts on the following page. Any part of it which is not complete (such as missing signatures, missing data, missing Official Transcript, invalid email address, etc.) and/or has handwriting which is illegible will be viewed as an incomplete *Request for Participation* and will not be processed; therefore, we encourage you to thoroughly review your *Request for Participation* before submitting it to Dr. Nowakowski (Dr.N).

If you have not received email notification from Dr.N of approval/denial within three days of submitting your *Request for Participation*, please contact Dr.N at [dnowakowski@troy.edu](mailto:dnowakowski@troy.edu) to inquire. Contact will not be initiated by the AEIS State Office or Troy University to inform you of the status of your *Request for Participation*.

Please direct your questions about the Special Instruction Workshop / Mentorship to Dr.N at [dnowakowski@troy.edu](mailto:dnowakowski@troy.edu).

Thank you,

Betsy Prince

Coordinator, AEIS

Amy Blakeney

Assistant Coordinator, AEIS

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**Request for Participation  
FY2021 Session 2  
Special Instruction Workshop / Mentorship**



Please fully complete the following *Request for Participation*. Incomplete documents cannot be processed and will not be forwarded to a future Session; therefore, please carefully review before submitting to Dr. Nowakowski.

If information handwritten on this document cannot be read, this *Request for Participation* will not be processed; therefore, please make sure you have clearly written the information.

Before 4:00pm (Central) Friday, 12/4/20, submit **ONLY** your *Request for Participation* (pages 35 – 40) to Dr. Nowakowski via USPS or email (USPS or email, NOT both). The address to mail your completed *Request for Participation* via USPS is:

Dr. Debi Nowakowski  
1401 Doug Baker Blvd.  
Suite 107-217  
Birmingham, Alabama 35242

The email address to submit your completed *Request for Participation* is:  
[dnowakowski@troy.edu](mailto:dnowakowski@troy.edu)

Please notify Dr. Nowakowski via email ([dnowakowski@troy.edu](mailto:dnowakowski@troy.edu)) when you have submitted your completed *Request for Participation*.

If approved you will receive an email from Dr. Nowakowski, and you will be enrolled in the FY2021 Session 2.

Please note 4:00pm (Central) Friday, 12/4/20 is a firm deadline. Any *Request for Participation* received after this firm deadline will not be accepted and will not be forwarded to a future Session.

Please fully complete the following pages (35 – 40).



**Conditional Special Instructor**

1. Conditional Special Instructor Name: \_\_\_\_\_

2. Conditional Special Instructor Email Address: \_\_\_\_\_

3. Conditional Special Instructor Phone #: \_\_\_\_\_

**4. Date the AEIS State Office approved this Conditional Special Instructor to Provide Special Instruction Services as a “Conditional Special Instructor”:** \_\_\_\_\_  
**Note: If you were hired by your current EI program as a Special Instructor before 12/5/18, please provide your hire date as a substitute date for this.)**

**5. AEIS-Supported EI Program in Which the Conditional Special Instructor is Currently Employed/Vendoring as a Conditional Special Instructor and in Which the SI Mentorship Will be Conducted**

**EI Program Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Note: The Conditional Special Instructor and all members of his/her Learning-Support Team must be currently employed by the same EI Program; and, that EI Program must be the location in which the SI Mentorship will be conducted.**

**6. Conditional Special Instructor Name on Official Transcript Submitted to the AEIS State**

**Office:** \_\_\_\_\_

**Note: An Official Transcript must be on file in the AEIS State Office before a Conditional Special Instructor can be considered for participation in the Special Instruction Workshop / Mentorship.**

**7. I confirm:**

- **I have read and fully understand all information on all pages of the *FY2021 Special Instruction Workshop / Mentorship Information Booklet* and will fully comply.**
- **I fully understand the consequences for non-compliance to information in the *FY2021 Special Instruction Workshop / Mentorship Information Booklet*.**
- **All information entered on this document is correct.**
- **I am currently employed as a Conditional Special Instructor in the EI Program in which the SI Mentorship will be conducted.**
- **I understand my responsibilities as documented in the *FY2021 Special Instruction Workshop / Mentorship Information Booklet*.**
- **I understand the responsibilities of my Learning-Support Team as documented in the *FY2021 Special Instruction Workshop / Mentorship Information Booklet*.**
- **I have submitted my Official Transcript to the AEIS State Office and received approval from them to serve as a Conditional Special Instructor.**

**Conditional Special Instructor Printed Name:** \_\_\_\_\_

**Conditional Special Instructor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Learning-Support Team Members**  
**(Special Instruction Mentor, Supervisor, and Early Intervention Program Director)**



**Special Instruction Mentor**

1. **Special Instruction Mentor Name:** \_\_\_\_\_

2. **Special Instruction Mentor Email Address:** \_\_\_\_\_

3. **Special Instruction Mentor Phone #:** \_\_\_\_\_

4. **Date the AEIS State Office approved Special Instruction Mentor to Provide Special Instruction Services as a “Qualified Special Instructor”:** \_\_\_\_\_

5. **Date Special Instruction Mentor Hired by Current EI Program as a Qualified Special Instructor:** \_\_\_\_\_

6. **EI Program Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Note: The Conditional Special Instructor and all members of his/her Learning-Support Team must be currently employed by the same EI Program; and, that EI Program must be the location in which the SI Mentorship will be conducted.**

7. **Special Instruction Mentor Name on Alabama Teacher’s Certification Which Confirms Her/His Current Certification in Early Childhood Special Education OR A Copy of Her/His Certificate of Completion in the AEIS SI Core Curriculum (SI**

**Workshop/Mentorship):** \_\_\_\_\_

**Note: SI Mentor’s Alabama Teacher’s Certification which confirms her/his current certification in Early Childhood Special Education OR a copy of her/his Certificate of Completion in the AEIS SI Core Curriculum must be submitted with this *Request for Participation*.**

8. **I confirm:**

- **I have read and fully understand all information on all pages of the *FY2021 Special Instruction Workshop / Mentorship Information Booklet* and will fully comply.**
- **I fully understand the consequences for non-compliance to information in the *FY2021 Special Instruction Workshop / Mentorship Information Booklet*.**
- **I am currently employed in the EI Program in which the SI Mentorship will be conducted.**

- I understand my responsibilities as documented in the *FY2021 Special Instruction Workshop / Mentorship Information Booklet*.
- I understand the responsibilities of the Conditional Special Instructor and the Learning-Support Team as documented in the *FY2021 Special Instruction Workshop / Mentorship Information Booklet*.
- All information entered on this document is correct.
- I understand I must provide with this *Request for Participation* 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 (SI Workshop/Mentorship).
- I am recognized by the AEIS State Office as a “Qualified Special Instructor”.

Special Instructor Mentor Printed Name: \_\_\_\_\_

Special Instructor Mentor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Supervisor

1. Supervisor Name: \_\_\_\_\_

2. Supervisor Email Address: \_\_\_\_\_

3. Supervisor Phone #: \_\_\_\_\_

4. EI Program Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Note: The Conditional Special Instructor and all members of his/her Learning-Support Team must be currently employed by the same EI Program; and, that EI Program must be the location in which the SI Mentorship will be conducted.**

5. I confirm:

- I have read and fully understand all information on all pages of the *FY2021 Special Instruction Workshop / Mentorship Information Booklet* and will fully comply.
- I fully understand the consequences for non-compliance to information in the *FY2021 Special Instruction Workshop / Mentorship Information Booklet*.
- I am currently employed as this Conditional Special Instructor’s Supervisor in the EI Program in which the SI Mentorship will be conducted.
- I understand my responsibilities as documented in the *FY2021 Special Instruction Workshop / Mentorship Information Booklet*.

- I understand the responsibilities of the Conditional Special Instructor and the Learning-Support Team as documented in the *FY2021 Special Instruction Workshop / Mentorship Information Booklet*.
- I confirm all information entered on this document is correct.

Supervisor Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



\_\_\_\_\_  
EI Program Director

1. EI Program Director \_\_\_\_\_

2. EI Program Director Email Address: \_\_\_\_\_

3. EI Program Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Note: The Conditional Special Instructor and all members of his/her Learning-Support Team must be currently employed by the same EI Program; and, that EI Program must be the location in which the SI Mentorship will be conducted.**

4. EI Program Director Phone #: \_\_\_\_\_

5. I confirm:

- I have read and fully understand all information on all pages of the *FY2021 Special Instruction Workshop / Mentorship Information Booklet* and will fully comply.
- I fully understand the consequences for non-compliance to information in the *FY2021 Special Instruction Workshop / Mentorship Information Booklet*.
- The date this Conditional Special Instructor entered as the date s/he received approval from the AEIS State Office to provide Special Instruction Services as a “Conditional Special Instructor” is correct. (Note: If s/he was hired as a Special Instructor in my EI Program before 12/5/18, I confirm the date s/he entered as her/his hire date is correct.)
- The date this SI Mentor entered as the date s/he received approval from the AEIS State Office to provide Special Instruction Services as a “Qualified Special Instructor” and the date s/he entered as the date hired as a Special Instructor in my EI Program is correct.
- This Conditional Special Instructor is currently employed as a Conditional Special Instructor in my EI Program, it is the location in which the SI Mentorship will be conducted under my supervision, and it is an AEIS-Supported EI Program.

- **This SI Mentor is currently employed as a Qualified Special Instructor in my EI Program, it is the location in which the SI Mentorship will be conducted under my supervision, and it is an AEIS-Supported EI Program.**
- **This Supervisor is currently employed in my EI Program as the Supervisor of this Conditional Special Instructor, it is the location in which the SI Mentorship will be conducted under my supervision, and it is an AEIS-Supported EI Program.**
- **I am currently employed as the EI Program Director in the EI Program in which the SI Mentorship will be conducted and it is an AEIS-Supported EI Program.**
- **I understand my responsibilities as documented in the *FY2021 Special Instruction Workshop / Mentorship Information Booklet*.**
- **I understand the responsibilities of the Conditional Special Instructor and the Learning-Support Team as documented in the *FY2021 Special Instruction Workshop / Mentorship Information Booklet*.**
- **All information entered on this document is correct.**

**EI Program Director Printed Name:** \_\_\_\_\_

**EI Program Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_