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| **Initial Birth to Three Certificate**All new staff working 1 or more hours/week with families must complete within 90 days of start date |
| \*\*Modules are accessed on [TRAIN CT](https://www.train.org/connecticut/welcome)  (<https://www.train.org/connecticut/welcome>) Directions for **initially setting up training plan(s)** are on [website/Required Training](http://www.birth23.org/providers/pd/rtsct/). Once training plans are set up: login, go to *Your Learning* and *Your Training Plans*. Click on the training plan and module you want to access. Modules will open in a separate window. After completing the module, CLOSE the module window and return to TRAIN CT window. Course will be marked complete. |
| **Title** | **Content** | **Length** |
| Mission and Key Principles of Part C  | * National Mission of Part C
* 7 Key Principles of Providing Early Intervention
 | 1 hour |
| Effective Early Intervention Practices: (TRAIN CT will link to Virginia’s eLearning site for the next 3 modules, you will also have to sign into VA site) |
| 1. Family Centered Practices In Early Intervention
 | * Strengthening capacity of family by engaging, empowering, and partnering throughout the decision- and goal-making processes
* Strengthening the Relationship between parents and service providers
 | 1 hour |
| 1. Early Intervention in Everyday Activities and Routines
 | * Going Deeper into Natural Learning Environment practice through use of everyday family activities
 | 1 hour |
| 1. Supporting Caregiver Learning During EI Visits
 | * 3 characteristics of EI, coaching, adult learning
 | 1 hour |
| CT Birth to Three: Laws & Regs | * Federal Regulations, CT. regulations, funding, budget
* Procedural Safeguards & Parent Rights
 | 0.5 hour |
| CT Birth to Three: Referral | * Referral to Birth to Three and Intake through Child Development Infoline
 | 0.25 hour |
| CT Birth to Three: Evaluation & Assessment | * Initial Eligibility and Assessment – including Family Assessment
* Not Eligible
* Ongoing Assessment
 | 0.5 hour |
| CT Birth to Three: IFSP | * The IFSP Meeting and Form
 | 0.5 hour  |
| CT Birth to Three: Transition | * What constitutes a transition? How to prepare families.
* Timelines & Requirements
* Transition to Preschool Special Education
 | 0.5 hour |
| Child Development | * TRAIN CT will link to Virginia’s eLearning site for this module
* Overview of Typical Child Development
* Addresses development in the first three years in areas of motor, communication, personal-social-emotional, adaptive, and cognitive
 | 1.5 hours |
| Birth to Three Initial CertificateFinal Exam & Certificate | * Successful completion of Exam (15 questions – unlimited attempts)
* Initial Birth to Three Certificate
 | PRINT Certificate  |

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| **Service Coordinator Certificate**Must first complete Initial Birth to Three CertificateRequires completion of online modules, required observations, and 1 in-person day of training |
| **Title** | **Content** | **Length** |
| CT Birth to Three: Service Coordination Roles and Responsibilities | * Federal and state requirements for Service Coordination
* Supporting families, developing resources
 | 0.5 hour |
| CT Birth to Three: IFSP Requirements and Timelines | * Federal requirements, timelines, and types of IFSPs
* Required services and Services at No Cost
 | 0.5 hour |
| CT Birth to Three: Family Cost Participation Form | * Video on filling out Family Cost Participation form
 | 0.25 hour |
| CT Birth to Three: System of Payments | * Insurance basics and family fees
 | 0.25 hour  |
| Exam - following completion of modules  | * After passing exam (15 questions- unlimited attempts), print certificate of completion of online modules/exam which is prerequisite for in-person training
 | Print Completion of Modules Certificate |
| Observations | * Required observations (Eligibility Evaluation/Assessment, Initial IFSP, Review/Annual IFSP) completed and verified by program director or supervisor prior to 1 day training
 | Verified by Program Director/Supervisor |
| In-Person 1 day Training | * Requires previous completion of ALL modules, exam, and observations
* One-day training focus is on application of knowledge gained through online modules, exams, and observations
* Additional information specifically for service coordinators on documentation and paperwork requirements
 | Register for in-person training on [Protraxx](https://www.protraxx.com/scripts/ezcatalogny/login.aspx?CustomerID=186) |
| Service Coordinator Certificate | Requires completion of: Initial Birth to Three Certificate, Service Coordination Module(s) and Exam, Required Observations, and 1 day in-person training | [Protraxx](https://www.protraxx.com/scripts/ezcatalogny/login.aspx?CustomerID=186) Print Certificate for self and program |