

ESIT Practice Guide

Topic: Personnel Qualification Standards

Early Support for Infants and Toddlers (ESIT) services, according to Part C of IDEA, are developmental services provided under public supervision and provided by qualified personnel (CFR303.13). Qualified personnel mean personnel who have met State requirements in the areas in which they are conducting evaluations, assessments or are providing services (CFR303.31). The services and personnel listed in this guidance are not exhaustive. Providers and employers should consult with their County Lead Agency (CLA) or their ESIT Workforce Development Team with questions about including other types of services or personnel in the Individualized Family Service Plan (IFSP).

Personnel Requirements in Washington State for ESIT Service Providers

The chart below summarizes a review of all Washington statutes and the rules of all Washington agencies applicable to serving children eligible under Part C of IDEA and their families and was current as of the date of this guidance. Employers and applicants should consult the websites of the Washington State Department of Health (DOH) and Office of the Superintendent for Public Instruction (OSPI) for the most current requirements. These sites also address appropriate credentials and procedures for applicants from out of state.

ESIT Service (CFR303.13(b))	Discipline (CFR303.13(c))	Education	Credential
<p>Assistive Technology</p> <p>Assists in the selection, acquisition, or use of an assistive technology device used to increase, maintain, or improve functional capabilities of child</p>	Teacher, OT, PT, SLP, Audiologist, etc.	Specialized knowledge of technologies in their field	DOH license in their field or ESA Certificate/OSPI
<p>Audiology</p> <p>Identifies auditory impairments, provides auditory training, assists in selecting/fitting devices, etc.</p>	Audiologist	Master's or Doctorate in Audiology	DOH license RCW 18.35 WAC 246-828 https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/Audiologist/LicenseRequirements
	School Audiologist	Master's in Audiology	ESA Certificate/OSPI

<p>Family Training Counseling, and Home Visits</p> <p>Assists the family in understanding the child's special needs and enhancing the child's development</p>	<p>Social workers, psychologists, and other : qualified personnel when training caregivers in their field of practice</p>	<p>All qualified personnel listed here except for FRCs</p>	<p>Related DOH license or ESA Certificate/OSPI</p>
<p>Health Services</p> <p>Provides services necessary for child to benefit from EI such as consultation physicians on special health care needs, etc.</p>	<p>See Medical and Nursing Services</p>		
<p>Medical Services</p> <p>Assists in determining developmental status and need for Part C services</p>	<p>Physician (e.g. Family Practitioner, Pediatrician, Ophthalmologist)</p>	<p>Doctor of Medicine Graduation from an accredited or approved medical school</p>	<p>DOH license RCW 18.71 WAC 246-918 https://wmc.wa.gov/licensing/licensing-requirements</p>
<p>Nursing Services</p> <p>Improves or restores functioning, promotes health and development, etc.</p>	<p>Registered Nurse (RN)</p>	<p>Graduation from approved nursing program</p>	<p>DOH license RCW 18.79 WAC 246-840 https://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission/NurseLicensing/RegisteredNurseLicenseRequirements</p>
	<p>Licensed Practical Nurse under supervision of RN</p>	<p>Completion of approved nursing program</p>	<p>DOH license https://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission/NurseLicensing/LicensedPracticalNurse</p>
	<p>School Nurse</p>	<p>Bachelor's in nursing from an accredited program</p>	<p>DOH License or ESA Certificate/OSPI http://www.k12.wa.us/Certification/ESA/SchoolNurse1.aspx</p>
<p>Nutrition Services</p> <p>Provides nutrition and feeding assessments, addresses nutritional needs, provides referrals to carry out</p>	<p>Nutritionist</p>	<p>Bachelor's in nutrition, dietetics or related field</p>	<p>DOH license RCW 18.138 WAC 246-822 https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewRenewor</p>

nutrition goals			Update/DietitianandNutritio nist/LicenseRequirements
	Dietician	Bachelor's in nutrition, dietetics or related field	DOH license RCW 18.138 WAC 246-822 <a href="https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/DietitianandNutritio
nist/LicenseRequirements">https://www.doh.wa.gov/Lic ensesPermitsandCertificate s/ProfessionsNewRenewor Update/DietitianandNutritio nist/LicenseRequirements
Occupational Therapy Addresses functional needs related to adaptive development, behavior, play, sensory, motor and postural development	Occupational Therapist	Graduation from a nationally accredited, board-approved school	DOH license RCW 18.59 WAC 246-847 <a href="https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/OccupationalThera
pist">https://www.doh.wa.gov/Lic ensesPermitsandCertificate s/ProfessionsNewRenewor Update/OccupationalThera pist
	Occupational Therapist Assistant under supervision of an OT	Graduation from a nationally accredited, board-approved school	DOH license RCW 18.59 WAC 246-847 <a href="https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/OccupationalThera
pist">https://www.doh.wa.gov/Lic ensesPermitsandCertificate s/ProfessionsNewRenewor Update/OccupationalThera pist
	School Occupational Therapist	Bachelor's from an American OT Association approved institution	ESA Certificate/OSPI <a href="http://www.k12.wa.us/Certif
ication/ESA/OccupationalT
herapistl.aspx">http://www.k12.wa.us/Certif ication/ESA/OccupationalT herapistl.aspx
Physical Therapy Addresses sensorimotor function through enhancement of musculoskeletal status, neurobehavioral organization, perceptual and motor development, cardiopulmonary status, and effective environmental adaptation	Physical Therapist	Graduation from an accredited school	DOH license
	Physical Therapist Assistant under supervision of a PT	Graduation from an accredited school	DOH license RCW 18.74 WAC 246-915 <a href="https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/PhysicalTherapist/L
icenseRequirements">https://www.doh.wa.gov/Lic ensesPermitsandCertificate s/ProfessionsNewRenewor Update/PhysicalTherapist/L icenseRequirements
	School Physical Therapist	Bachelor's from an American PT Association approved Institution	ESA Certificate/OSPI <a href="http://www.k12.wa.us/Certif
ication/ESA/PhysicalThera
pistl.aspx">http://www.k12.wa.us/Certif ication/ESA/PhysicalThera pistl.aspx
Psychological Services	Psychologist	Doctorate from a regionally	DOH license RCW 18.83

<p>Administers assessments; interprets information about child behavior and conditions related to learning, mental health, and development; and provides psychological counseling for children, parents, and families; consults on child development, parent training, and education</p>		accredited institution	<p>WAC 246-924</p> <p>https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/Psychologist/LicenseRequirements</p>
	School Psychologist	Master's in School Psychology	<p>ESA Certificate/OSPI</p> <p>http://www.k12.wa.us/Certification/ESA/SchoolPsychologistl.aspx</p>
<p>Service Coordination (Family Resources Coordination)</p> <p>Assists and enables a child and family to receive services and understand rights, including procedural safeguards, required under part C of IDEA</p>	Family Resources Coordinator	<p>Complete basic training provided by the DCYF</p> <p>BA in EI field or equivalent suggested</p>	Registration with the DCYF
<p>Sign Language or Cued Language</p> <p>Teaches sign language, cued language, and auditory/oral language; provides oral transliteration services (such as amplification); provides interpretation</p>	Speech-language Pathologist personnel	See Speech-language Pathology	See Speech-language Pathology
	Teacher of the Deaf	See Special Educator	See Special Educator
<p>Social Work Services</p> <p>Addresses patterns of parent-child interaction; provides social or emotional developmental assessment, individual and family counseling, social skill building, and coordination with community resources</p>	Licensed Independent Clinical Social Worker (LICSW) or Licensed Advanced Social Worker (LASW) or Associate-Advanced and Independent Clinical Social Worker (AACSW)	Master's from accredited program	<p>DOH license</p> <p>RCW 18.225</p> <p>WAC 246-809</p> <p>https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/SocialWorker</p>
	School Social Worker	Master's in social work or approved program	<p>ESA Certificate/OSPI</p> <p>http://www.k12.wa.us/Certification/ESA/SchoolSocialWorkerl.aspx</p>
	Registered Social Worker	Master's from accredited program	<p>DOH License</p> <p>RCW 18.19</p> <p>WAC 246.810</p>

			https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/AgencyAffiliatedCounselor/LicenseRequirements
<p>Special Instruction</p> <p>Promotes acquisition of skills in a variety of areas, including cognitive and social interaction; addresses learning environments; provides families with information, skills, and support to enhance skill development of the child; plans curriculum to achieve IFSP outcomes</p>	Special Education Teacher	Graduation from an approved program	<p>Special Education or Early Childhood Special Education endorsement (preferred)/OSPI www.k12.wa.us/certification/TeacherMain</p> <p>(Exception: Endorsement is not required if a person applied for their certificate prior to July 1, 1987.)</p>
	Teacher of the Deaf	Graduation from an approved program	Deaf Education endorsement/OSPI
	Teacher of the Visually Impaired	Graduation from an approved program	Teacher of the Visually Impaired endorsement/OSPI
	Para-educator under supervision	See OSPI Guidelines	OSPI Certificate in development, currently not required (7/2018) http://www.k12.wa.us/certification/Paraeducator.aspx
<p>Speech-language Pathology</p> <p>Identifies children with communication or language disorders and delays; provides habilitation, rehabilitation, or prevention of communication or language disorders and delays; provides referrals</p>	Speech-Language Pathologist	Master's degree in speech-pathology or communication disorders	<p>DOH license RCW 18.35 WAC 246-828</p> <p>https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/SpeechLanguagePathologist/LicenseRequirements</p>
	Speech-Language Pathology Assistant under supervision of a SLP	Board-approved associate degree certificate of proficiency, or bachelor's degree from a speech, language, and hearing program	<p>DOH license RCW 18.35 WAC 246-828</p> <p>https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/SpeechLanguagePathologyAssistant/LicenseRequirements</p>
	School Speech-Language Pathologist	Master's degree in speech-pathology or	ESA Certificate/OSPI http://www.k12.wa.us/Certification/ESA/SpeechLangua

		communication disorders	gePathologistl.aspx
Vision Services Assesses visual functioning, including diagnosis and appraisal of visual disorders, delays, and abilities that affect development; refers for medical and other services necessary for habilitation or rehabilitation of visual functioning disorders; provides communication skills training, orientation and mobility training, and visual training to activate visual motor abilities	Teacher of the Visually Impaired Orientation and Mobility Specialist (for the blind and visually impaired)	Graduation from an approved program Bachelor's and meets course requirements for certification with the Association for the Education and Rehabilitation of the Blind and Visually Impaired (AER)	Teacher of the Visually Impaired endorsement/OSPI

Use of Paraprofessionals and Assistants

Paraprofessionals and assistants who are trained and supervised according to State law may be employed to assist in service provision. (CRF303.119(c)). In general, paraprofessionals, assistants, emergency and temporary hires may carry out planned activities on the IFSP created by their supervisor. Supervision guidelines must be in place...Insurance billing requirements may differ for paraprofessionals and assistants or they may not be billable.

Temporary Employment

When qualified professionals, paraprofessionals or assistants cannot be found after documented good faith efforts, the State may allow the most qualified individuals, who are making documented progress toward the requirements to work under supervision. (303.119(d)). DOH and OSPI generally allow the individual up to a year to complete necessary requirements to work unsupervised.

Supervision Guidelines

Employers should refer to professional standards (i.e. OT, PT, ASHA links) governing particular disciplines as their guidance varies as to the nature, frequency and length of supervision. In general, paraprofessionals, assistants and emergency and temporary hires must have contact with the supervising therapist as often as needed for the provision of quality services. This means at least face to face contact at the beginning of services and at least once per month.

Documentation of supervisory activities should be recorded and available upon request of the DCYF or the CLA. Supervisors may also need to sign off on records for billing purposes.

Emergency and Chronic Personnel Shortages

When there is no qualified professional, assistant, nor anyone working toward requirements available,

activities needed to meet outcomes must still be listed on the IFSP and must still be delivered. Teams may discuss alternative professionals to implement activities if appropriate, may connect with surrounding communities to cooperatively plan, may use tele-practice, if appropriate or consult with the DCYF.

Links

OSPI ESA Certification www.k12.wa.us/certification/ESAMain

OSPI Teacher Certification www.k12.wa.us/certification/TeacherMain

DOH www.doh.wa.gov/LicensesPermitsCertificates