

Purpose of Job Aid

- Confirm highly qualified candidates are hired to support AzEIP's infants and toddlers with disabilities and their families through service coordination.
- Support Service Providing Agencies in receiving a prompt approval decision.
- Identify education requirements for Service Coordinators.
- Clarify transcript and resume submission process.

Service Providing Agency - Prior to Transcript Submission

Step One: The Service Providing Agency should review the candidate's transcripts to ensure the following information is clearly identified and legible:

- Candidate's name;
- Name of institute of higher education;
- Name of degree;
- Date degree was awarded; and
- Complete list of coursework for each degree program.

If documentation is submitted that does not meet the identified requirements, AzEIP will notify the Service Providing Agency. The approval process will be suspended until the required legible documentation is submitted.

Step Two: The Service Providing Agency is responsible for ensuring the candidate meets AzEIP's minimum requirements prior to submitting the candidate's transcript for review. Service Coordinator candidates must have a minimum of a Bachelor's degree in one of the following fields:

- Early Childhood;
- Early Childhood Special Education;
- Family Studies;
- Closely related field (e.g., Psychology, Social Work, Elementary Education, or Sociology) with at least 3 courses focused on Early Childhood or Early Childhood Special Education; *or*
- Qualification in other core team discipline, including licensure (i.e. SLP, PT, OT, SW, Psych, DSI)



Service Providing Agency - Submission of Transcripts and Resume for AzEIP Review



Step Three: The Service Providing Agency submits the candidate's resume and all transcripts utilizing the [AzEIP Transcript Review Request Google Form](#).

The following information is required to be submitted in the Google Form:

- Requestor's email address
- Confirmation the candidate has a minimum of a Bachelor's degree
- Candidate's email address
- Candidate's full legal name
- Any previous names for the candidate, if applicable
- Name of the college or university
- Type of degree (Bachelor, Master, Doctorate)
- Field of Study
- Requesting Service Providing Agency
- Region(s) and specific team(s) in which the candidate will work, if hired
- Estimated FTE or hours candidate will work per region(s) and team(s)
- Identification of languages the candidate is proficient in communicating in addition to English
- Copies of transcripts, endorsements or certificates (if applicable), and current resume that support the DSI meeting AzEIP requirements

The Service Providing Agency will receive a notification confirming the successful completion of the AzEIP Transcript Review Request Google Form. If the Service Providing Agency does not receive the confirmation notification within two (2) business days, contact the AzEIP Professional Development Coordinator at azcspd@azdes.gov.



AZEIP Transcript and Resume Approval Process

The Professional Development Coordinator or AZEIP designee will:

- Review the transcripts and resumes to ensure the candidate meets AZEIP hiring criteria.
- Make an approval decision within five (5) business days, unless the candidate requires a secondary review by AZEIP Leadership.
 - If the candidate is **approved**, notify the Service Providing Agency:
 - The candidate meets AZEIP’s requirements for hire; or
 - If a candidate is **not approved**, notify the Service Providing Agency:
 - The candidate does not meet AZEIP’s requirements for hire;
 - The reason for the denial; and
 - What the candidate would need in order to meet requirements for the position.
 - The agency may request approval for an education plan for the candidate.

If the Service Providing Agency does not receive the approval decision notification within five (5) business days, contact the AZEIP Professional Development Coordinator at azcspd@azdes.gov.

Requests for Reconsideration

If a Service Providing Agency disagrees with the decision that the applicant does not meet AZEIP requirements, they may request the decision to be reconsidered following the [Request for Reconsideration Process](#).

Implementation

The Job Aid: Developmental Special Instructionist Transcript Review Process is approved for use on September 1, 2025.

As of December 1, 2025, all service providing agencies are to submit requests for transcript and resume reviews through the AZEIP Transcript Review Request Google Form.

If you have questions about the new process, please contact Chantelle Curtis, AZEIP Professional Development Coordinator, by emailing azcspd@azdes.gov or calling 480-298-5735.