

Purpose of Job Aid

Provide guidance to Service Providing Agencies on the processes for:

- Requesting approval of a new education plan;
- Documenting progress on an ongoing education plan, including plan completion; and
- Requesting an extension for an ongoing education plan.

Service Coordinator Education Plans

Service Providing Agencies may submit a request for a service coordinator candidate to be approved for an Education Plan when the candidate does not meet the Arizona Early Intervention Program's (AzEIP) hiring criteria.

Education plans must be approved by the AzEIP Professional Development Coordinator (PDC) prior to a candidate being hired.

Service coordinator Education Plans must be completed within one year of hire unless an extension has been approved by the PDC.

After an Education Plan has been approved, the candidate's supervisor is responsible for:

- Notifying the PDC when the candidate is unable to access a course on their education plan with enough notice for the education plan completion date to be met.
- Submitting a progress update to PDC every six months.
- Notifying the PDC when a candidate has completed their Education Plan.
- Notifying the PDC if a candidate is no longer employed by the Service Providing Agency.
- Requesting an Education Plan extension prior to the Education Plan end date if they become aware that the candidate may not complete the plan by the end date.

Education Plan Approval

- The candidate's supervisor submits an Education Plan approval request through the [AzEIP Education Plan Request and Progress Log Google Form](#).
- Information required to complete the form includes:
 - Candidate's name(s) and contact information
 - Supervisor's name and contact information
 - Service Providing Agency's contract number(s) for the Geographic Service Region(s) where the candidate will provide services, if hired.
- The PDC or designee will review the request and notify the supervisor via email within five business days of whether the request is approved or denied, unless a higher level review is needed.

Progress Log Updates

The supervisor submits an Education Plan progress log through the [AzEIP Education Plan Request and Progress Log Google Form](#) for each service coordinator with an Education Plan. Progress logs are required to be submitted twice annually within one week of January 1 and July 1 to maintain the service coordinator's access to the ADES data system. Information needed to complete the form:

- Date of hire
- Date Education Plan was approved by the PDC and Education Plan end date
- Courses the SC is enrolled in and/or courses completed since the last progress log
- Any adjustments made to the plan to ensure timely completion
- Whether or not the Education Plan has been completed

Requesting an Extension

If a service coordinator is unable to complete the Education Plan by the identified end date, the supervisor may request an extension using the [AzEIP Education Plan Request and Progress Log Google Form](#) to maintain the service coordinator's access to the ADES data system. The request must include:

- Reason(s) for requesting an extension
- Steps and tentative timelines for completing the Education Plan

The PDC or designee will respond to the request within five business days, unless higher level review is needed.

Education Plan Completion

Upon completion of the Education Plan, the service coordinator's supervisor will submit final copies of the AzEIP Service Coordinator Education Plan using the [AzEIP Education Plan Request and Progress Log Google Form](#).

Within five business days, the PDC or designee will verify that all educational requirements have been completed. After validation, the supervisor will receive notification that the service coordinator meets AzEIP personnel qualifications.

If a Service Providing Agency is in disagreement with a decision, they may submit a [Request for Reconsideration](#).