## BEI On-line Professional Development Platform

# BUREAU OF EARLY

### DIVISION OF FAMILY AND CHILD HEALTH

NEW YORK CITY DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Do you want to receive email alerts about new trainings?

Do you have questions about the NYC Bureau of Early Intervention on-line trainings or about the LMS?

Email <u>EmbeddedCoaching@</u> <u>health.nyc.gov</u>



Be up-to-date on Early Intervention best practices to support El families! The New York City Department of Health, Division of Family and Child Health, Bureau of Early Intervention has launched a learning management system (LMS) to offer free professional development trainings on-line.

These trainings bear continuing education units (CEUs) for professionals in many disciplines. The New York City Bureau of Early Intervention (NYC BEI) is approved by the New York State Education Department, Office of the Professions for provision of CEUs to the following professionals:

- Physical therapists and PTAs
- Occupational therapists and OTAs
- Speech-language pathologists and audiologists
- Social workers (LCSW and LMSW)

NYC BEI is also an approved provider for continuing education units for teachers (CTLEs) as of July 28, 2020.

Completion of these professional development trainings may also be used toward the ten (10) hours of training required annually as per the New York State Department of Health Bureau of Early Intervention Provider Agreement.

To participate in the NYC BEI's professional development trainings, each participant must register in the LMS and create a profile. The information entered in the profile will inform the certificate created at the completion of each training, therefore, your profile must be accurate and complete. For example, the name on your profile should match your name on your professional license or certification. To receive a certificate with CEUs for each training, each registrant must complete the pre- and post-tests, all training modules, any module quizzes, and the training evaluation survey (as required by the New York State Office of the Professions).

To access the on-line trainings, go to the NYC Early Intervention website page for *Professional Development and Trainings* at <u>https://www1.nyc.gov/site/doh/providers/resources/early-</u> <u>intervention-professional-development-and-trainings.page</u> \*click on the grey hyperlink NYC Early Intervention Online Trainings \*

The New York City Early Intervention Program's website has been updated to be more parent-friendly and both mobile- and tablet-compatible. It contains new resources that support both families and providers

(http://www1.nyc.gov/site/doh/health/health-topics/early-intervention.page).

\*Note: Chrome is the preferred web browser \*

# How to Use the New York City Bureau of Early Intervention Learning Management System (LMS)

Questions? Email EmbeddedCoaching@health.nyc.gov



Step 1: **Click on the hyperlink in the grey box:** Hyperlink from the NYC BEI webpage will take you to the online training platform. \*Chrome is the preferred web browser \*

### https://www1.nyc.gov/site/doh/providers/resources/early-intervention-professional-development-andtrainings.page

Reporting and Services	Health Topics	Resources	Emergency Prep				
Health Alert Network (HAN)	Farly Interven	tion: Profess	ional				
City Health Information	Development and Trainings						
Health Information System/Quality Improvement	The New York City Early Intervent development opportunities to Earl training opportunities include cont also use the professional develop specified by the NYS Department	tion Program provides free onli y Intervention clinicians and au inuing education units (CEUs) ment training hours to fulfill an of Health Bureau of Early Inte	ine and in-person professional dministrators. All Early Intervention . Early Intervention providers can nual training requirements, as rvention Provider Agreement.				
-	The NYC Bureau of Early Intervention is an approved provider of CEUs for:						
Training Opportunities	<ul> <li>Occupational Therapy/Occupational Therapy Assistant (OT/OTA)</li> <li>Physical Therapy/Physical Therapy Assistant (PT/PTA)</li> </ul>						
Public Health Action Kits	<ul> <li>Social Work (LMSW/LCSW)</li> <li>Speech-Language Pathology//</li> </ul>	Audiology					
Professional Publications	NYC Early Intervention Online Trainings Disclaimer: The Early Intervention online learning management system is hosted by a third-						
New York City Antibiogram	party vendor. To access the Earl need to leave the NYC Departm on the Early Intervention online purpose of offering web-based le	iv intervention online learning i eent of Health website. All of the learning management system earning opportunities to provid	management system, users will e web-based content published has been approved for the ers of Early Intervention services				
Supporting Peers and Community Health	in New York City.						
Workers	Check back here for more online professional development trainings about Early Intervention. Providers who want to learn about new training opportunities as they become available can also						
NYC Health Map	sign up for our mailing list by ema	iling EmbeddedCoaching@h	ealth.nyc.gov.				



## Step 2: **Sign up for a new account:** Each person is required to create a profile the first time that they use the LMS. To create your account, click on "Sign Up" on the home page

### Welcome to the NYC Bureau of Early Intervention Online Training Platform

Website Disclaimer: You have left the NYC Department of Health website and are now accessing the Early Intervention learning management system, which is hosted by a third-party vendor. All of the web-based content published here has been approved for the purpose of offering web-based learning opportunities to providers of Early Intervention Services in New York City.

To take any of the online trainings offered by the NYC Bureau of Early of Intervention, you must first create an account. Participants must answer all applicable questions on their account profile page. To receive a certificate and continuing education units, participants must register and complete: 1) pre- and post-tests; 2) all modules; and 3) the course evaluation survey.

For more information, email embeddedcoaching@health.nyc.gov.

Log In

Password

Username

#### Log In

Forgot your login ID or password?

Don't have an account? Sign up!

Browse Public Cata



Step 3: Create account profile: You should see the "Create Account" page. Please answer ALL questions accurately. Information from your profile is required to generate your personalized certificate for CEUs. Your first and last name on your profile account must match your professional certificate or license.

# Welcome to the NYC Bureau of Early Intervention Online Training Platform Website Disclaimer: You have left the NYC Department of Health website and are now accessing the Early Intervention learning management system, which is hosted by a third-party vendor. All of the web-based content published here has been approved for the purpose of offering web-based learning opportunities to providers of Early Intervention Services in New York City. To take any of the online trainings offered by the NYC Bureau of Early of Intervention, you must first create an account. Participants must answer all applicable questions on their account profile page. To receive a certificate and continuing education units, participants must register and complete: 1) pre- and post-tests; 2) all modules; and 3) the course evaluation survey.

For more information, email embeddedcoaching@health.nyc.gov.

	rassworu
	Email Address
	First Name
Nex	Cancel
	Cancel



Step 4. Access a training: There are two ways to search for trainings: (1) Type the name of the training in the "Search Catalog" box on the upper right hand or on the lower right hand of the home screen, or (2) click on "Catalog" on the upper right hand of your home page, which will reveal a list of all available trainings.

Home Current Training Transcript	Catalog	Search Cata	alog			Q	0	EC •
Current Training	T	I		Find More Training	Curriculums			
Title Started/Begins E	Due/Ends	Action			Completed: 1 View All	Start	ed: 0	
Completed Training					FAQs		0	
Rec	cently Comple	əted			How do I acce Where can I fi	ess a trainin nd my certif	g? icate?	
Title Implementing Family-Centered Best Practices Training Modules	Type Curriculum	Status Completed	Score	Action View Certificate	View All			
Module Course Evaluation: Implementing	Online	Completed						
Family-Centered Best Practices Training Modules					Search Catal	og		
Pamily-Centered Best Practices Training Modules Post-Test: Implementing Family Centered Best Practices Training Modules	Online	Completed	30.00		Search Catal	og ontent		٩



Step 5: **Choosing the correct training:** Once you type in first few keywords of a training you should get a dropdown menu with options. Click on **select all results**. Or click on the title of your training that has the word **curriculum** next to it

C meridian Home Current Training Transcript -	Catalog Foundation of Q	• • •
Current Training	SEM2020: Foundation of Social-Emotional Development in Infants and Toddlers Training Evaluation Online SEM2020-Foundations of Social-Emotional Development in Infants and	
All Statuses - All content types - Filter Reset	Toddlers Curriculum Closing of Early Childhood Direction Centers (ECDC) Announcement Module 2: The Importance of Family Information and the Functional Outcomes Online NYC Bureau of Early Intervention LMS Handout and User Guide Document	More Training
Title     Started/Begins     Due/Ends       No records found.	Module 1: The Mission of Early Intervention and Family-Centered Best Practices Online New York City Department of Health and Mental Hygiene, Bureau of Early Intervention: Documenting Family Decisions to Suspend Services or the Early Intervention Process Due to COVID-19 Concerns Document	
	Use of Tele-Intervention in Early Intervention (IDEA Part C): Strategies for Providing Services Under the COVID-19 Public Health Emergency Announcement See all results for "Foundation of"	



Step 6: Enroll in the curriculum: Click on the title that has the word curriculum under it. It's also the one with a cube/square symbol





#### Step 7: Enroll in Curriculum of training





Step 8: Complete all items of a training in the sequential order in order to get your certificate of completion.

Home	Current Training	Transcript	•	Catalog	Search Catalog	Q	0	EC
Catalo Search	g / SEM2020-Foundati 1 Results	ons of Soci						
S II c	SEM2020-Four nfants and To Curriculum	ndations ddlers	of So	ocial-Em	otional Development in	Complete 7 required it View Content Cancel Enrollment	em(s)	
Overviev	w Content History	Reviews	****	<b>★</b> (0)			5	) Save
> F( ★Re	oundation of Soci	al-Emotion	al Dev	elopment	Complete all in order		-	0/7
	1. SEM2020-Module Concepts and Prine Online	e 1: Pre-Test, ciples Birth-7	Founda months	itional	Not Enrolled	Start .		
<b>A</b>	2. SEM2020-Module Birth-7 months and Online	e 1: Foundatio Post Test	onal Co	ncepts	Not Enrolled			
<b>A</b>	3. SEM2020-Module Emotional Develop Online	e 2: Pre-Test, ment 7 month	Typical ns- 36 m	Social nonths	Not Enrolled			
Δ	4. SEM2020- Modul	e 2: Typical S	ocial E	motional	Not Enrolled			



**Step 9: Access your certificate of completion:** After you have completed all components of each training, your certificate with contact hours will become available on your home page under "Completed Training".

Home Current Training Transcript	Catalog Search Catalog		Q 😧 EC -
Current Training		Find More Training	Curriculums Completed: 1 Started: 0
Title Started/Begins No records found.	Due/Ends Action		View All
 Completed Training			FAQs How do I access a training?
F	lecently Completed	ore Action	Where can I find my certificate?
Implementing Family-Centered Best Practices Training Modules	Curriculum Completed	View Certificate	View All
Module Course Evaluation: Implementing Family-Centered Best Practices Training Modules	g Online Completed		Search Catalog
Post-Test: Implementing Family Centere Best Practices Training Modules	d Online Completed 30	.00	Search for Content Q
Module 5: Coaching Parents and Caregivers	Online Completed 10	0.00	

\*\*\* To secure a certificate of completion, each participant is required to complete <u>all</u> components of each training. This is a requirement by the New York State Office of the Professions for contact hours and CEUs. You will not receive a certificate of completion if any component of a training is skipped \*\*\*

