

# Annual Training Requirements

NYS EI requires 10 hours of workshops/training per calendar year for EVERY provider, no matter how many hours of services/evaluations they have provided. Below is an explanation of the certificates that would satisfy this requirement and instructions for submitting your certificates:

- Trainings must be relevant to EI and/or Profession Specific (if Profession Specific, still must be **RELEVANT** to EI)
- Training(s) must be taken between January 1st and December 31<sup>st</sup> to count for calendar year.
- Documentation showing course description and the number of hours **MUST** be submitted if is not stated on the certificate itself.
- Unfortunately, this requirement is **NOT** prorated. A provider who starts work in January needs to complete the same number of hours as a provider starting in December.
- **EVALUATORS:** 1.5 of the 10 required hours **MUST** be evaluation related

*Where can I find trainings?*

*Suggested trainings may be accessed here:*

<https://www.achievethebest.org/index.php/component/content/article?id=204>

*How can I submit my training certificates?*

- You do **NOT** need to submit copies of trainings you completed through Achieve Beyond as long as you registered for the training using your employee email. We already have them on file.
- Please submit all other trainings to us via e-mail, fax, or mail:

Attn: Credentialing Department  
Achieve Beyond  
7000 Austin St, Suite 200  
Forest Hills, NY 11375  
Fax: 718-886-8694  
E-mail: [compliance@bilingualinc.com](mailto:compliance@bilingualinc.com)