

**NYSDOH Bureau of Early Intervention  
New York Early Intervention System (NYEIS)**

**ENTERING INDIVIDUALS WHO ARE GAINING EXPERIENCE FOR LICENSURE  
OR WHILE COMPLETING AN INTERNSHIP  
Revised February 2013 (Reviewed February 5, 2018)**

Below you will find instructions on how to enter individuals into NYEIS who are gaining experience for licensure or completing an internship. This includes individuals gaining experience for licensure as a Speech-Language Pathologist, Occupational Therapist, Physical Therapist, Psychologist, and Audiologist.

Each individual gaining experience for licensure or while completing an internship (now referenced as intern) will have their own record in NYEIS. In the Early Intervention Program an intern can only be **employed** by one agency and supervised by one **employed** supervisor.

**ENTERING AN INTERN**

1. From an agency's Provider Home click *Employees/Contractors* located under *Navigation*

2. Click *Add*

3. Click the magnifier image

4. Search by the intern's last name. If the last name is a two-part name search by only one part of the name

**A. If the intern cannot be located in NYEIS**

a. After searching, click *Cancel*. Click *Create Employee*.

b. Under *Employee Information* enter the intern's: *Name*, *Social Security Number (SSN)*, *National Provider Identifier [(NPI)*, see below for specific instructions regarding intern NPI Provider Type Code and Taxonomy Code), *Address Type* (mailing), *Address* (home address), *Employment From Date*. Do not add an *Employment To Date*.

c. Under *Primary Professional Information* select the profession in which the intern is working under (e.g., Speech Language Pathologist, Occupational Therapist, Physical Therapist, Licensed Psychologist, or Audiologist).

d. Under *Student/Intern* select *Yes* and enter *Internship From Date*, *Internship To Date*, *Supervisor Name* (click the magnifying glass and search for the supervisor by last name or qualified personnel), *Supervisor From Date*, *Supervisor To Date*

e. Click *Save*

f. If the intern has a second license/certification recognized by the Early Intervention Program (e.g. Teacher Speech and Language Disabilities) enter it under *Additional Professions/Licenses*.

g. If the intern is proficient in another language click *Create* under *Languages*.

h. Click *Register New Employee*

i. *Register Employee: Are you sure you want to register this employee?* Click *Yes*

**B. If you can locate the intern in NYEIS**

a. After locating the provider by last name, click *Select* next to their name.

b. Complete the intern's *Details: Employment From Date, Personnel Type*. Do not add an *Employment To Date*.

c. Under *Student/Intern* select *Yes*. Input the *Internship From Date, Internship To Date, Profession, Supervisor Name* (click the magnifying glass and search for the supervisor by last name or qualified personnel), *Supervisor From Date, Supervisor To Date*.

d. Click *Save*

5. The intern has been added to the agency's *Employees/Contractors* page. To the right of their name you will see *Yes* recorded in the *Student/Intern* column.

**REVISING AN INTERN'S INFORMATION**

1. From an agency's *Employee/Contractor* page click the button at the top of the page labeled *Student Intern*.

2. Click *View* next to the intern's name.

3. On the *Student/Intern Details* page click *View*

4. From the *View Student Internship* page, you can:

a. End a supervisor's period of supervision: Click *View* under *Internship Supervisors, Edit, Save*.

b. Add a new supervisor: Click *Add* under *Internship Details*, Search for the supervisor by last name or qualified personnel, *Save*. Please Note: You must end date a prior supervisor's information prior to entering a new supervisor.

5. To end an internship: From the *View Student Internship* page:

a. End a supervisor's period of supervision. Click *View* under *Internship Supervisors*, revise the *Supervisor To Date, Save*.

b. Click *Edit* on the *View Student Internship*, revise the *Internship To Date, Change Student/Intern to No. Save*.

c. You will receive a *License Confirmation Page* informing you that by clicking *Yes* you will receive a task in your general work queue to enter the intern's license information. If the intern has a State ID, the Bureau's Provider Approval Unit will receive a task in their work queue. Always click *Yes*, to ensure that the task goes to your general work queue. Once you obtain proof of licensure you may update the intern's NYEIS listing through the work queue. A license may be confirmed by searching the NYS Office of Professions website, [www.op.nysed.gov/opsearches.htm](http://www.op.nysed.gov/opsearches.htm). Please Note: The Bureau's Provider Approval Unit will update licenses through their work queue on a daily basis.

d. If an intern is no longer completing their experience for licensure, under your supervision, their internship should be ended and in some cases their employment should be ended.

**CLAIMING**

All claiming will be under the intern's NPI.

**OBTAINING AN NPI**

Interns without a state license are to apply for an NPI as a student (**Provider Type Code: 39 Student, Health Care**). Under the NPI system, a student is defined as "An individual who is enrolled in an organized health care education/training program leading to a degree, certification, registration and/or licensure to provide health care." *The student taxonomy code (needed to complete the application) is 390200000X*. When the state license is obtained, the applicant will need to revise their NPI information adding their professional license.

**ADDITIONAL ASSISTANCE**

For additional assistance contact the NYEIS Help Desk at 518-640-8390 or [nyeis@cma.com](mailto:nyeis@cma.com).

The Bureau of Early Intervention's Provider Approval Unit can be reached at 518-473-7016 (press 1 when prompted) or [provider@health.ny.gov](mailto:provider@health.ny.gov)