

## Instructions for Data Entering a COVID-19 Emergency Teaching Certificate in NYEIS:

Please refer to Unit 9: Provider Management in the NYEIS User Manual for general instructions about adding an employee to an agency's Employee/Contractor List. For individuals with an Emergency COVID-19 Teaching Certificate, the approved EI agency first enters data regarding the individual provider's personal demographics (names, address, etc.) into the Employee Information section. Thereafter, the EI agency will enter data regarding Qualified Personnel License information in the Primary Professional Information section, as directed below:

- License Number: Enter Control Number listed on the Emergency COVID-19 teaching Certificate,
- License Name/Profession: Select "Teacher of Students with Disabilities (Birth – Grade 2)" from drop down,
- From Date: Enter the effective date listed on the Emergency COVID-19 Teaching Certificate issued by the New York State Education Department,
- To Date: Enter the expiration date listed on the Emergency COVID-19 Teaching Certificate issued by the New York State Education Department, and
- License Type: Select "Teacher Certification – Emergency COVID-19" from drop down.