



Colorado Department of Human Services
people who help people



Steps for Requesting an Early Intervention Personnel Eligibility Waiver

1. Community Centered Board (CCB) Early Intervention programs shall follow procedures as detailed under Section 7.951 Early Intervention Provider Qualifications (Procedures) (B) of the Early Intervention Colorado State Plan.
2. Submit dated request on CCB letterhead to Laura Merrill, CDHS/OEC/DCFS, 1575 Sherman St., 1st Floor, Denver, CO, 80203 (laura.merrill@state.co.us).
 - a. Requests may be scanned and emailed.
3. State in detail the reason a waiver is needed.
4. State current role of provider, if applicable.
5. Detail current qualifications and expected progress toward meeting personnel qualifications.
6. Detail specifics of plan for supervision, including name of supervising qualified professional.
 - a. Supervisor qualifications will be verified through the Early Intervention(EI) Provider Database.
7. Submit vita of provider for whom waiver is being requested, including transcripts if applicable.
8. Requests will be approved in writing.
9. Assure that the provider operating under a waiver completes all information in the EI Provider Database.
 - a. Under “Licenses and Certifications” in the EI Provider Database, complete all fields that contain information related to operating under a waiver and the date the waiver was issued. The waiver expiration date is one year from the date of issue.
 - b. Update information when the provider meets EI Personnel Qualifications.
10. Personnel waivers will be reviewed annually. Adequate progress toward meeting personnel standards must be demonstrated.