



Thank you for your interest in Up Wee Grow, Inc. Enclosed for your review and completion, is a copy of our new therapist information packet. Before meeting with a representative from our Agency, please complete the forms attached and be sure to provide and/or submit the documentation listed below:

All Providers must complete/submit:

- Current Resume
- Photo ID (must bring to interview)
- W-9 Form (blank form attached)
- Copy of License and/or NYS Certification/License Registration Certificate
- Copy of proof of malpractice insurance
 - EI equal to 1 million/1 million
 - CPSE Providers 1 million/3 million
 - If you need coverage, you may contact Forrest T Jones - 1-800-821-7303

- Copy of physical with **PPD and immunization history** (within past 12 months)
- Vaccine waiver, as applicable (blank form attached)
- 3 professional letters of reference (within the past 2 years)
- UWG criminal background release (blank form attached)
- UWG Therapist Information Sheet (blank form attached)
- UWG Medicaid Compliance Plan Verification (blank form attached)
- Statewide Central Registry Form (blank form attached)
- Direct Deposit Form
- Sample session note (child's information/name removed)
- Sample progress note (child's information/name removed)
- Sample evaluation (Evaluator's only; child'
- Your NPI Number (information to apply for NPI is attached, if needed)
- Your Medicaid – Order, Prescribe, Attend approval (applicable to SLP, only)
- ABA Provider Competency Program (Nassau and Suffolk only)
- Copy of certificates or proof of participation in,
 - Nassau County Best Practice (Nassau providers only)
 - Suffolk County Professional Boundaries Training (Suffolk providers only)

In addition to the above, EI Providers must also submit:

- Proof participation in NYS Evaluation Training (evaluator's only)
- Copy of certificates or proof of participation at least 10 hours of continuing education training within past 12 months
- Copy of your NYS Department of Health Approval letter or provider profile
- Copy of your Provider Agreement with NYS Department of Health
- Your NYEIS Number (information to apply for NYEIS is attached, as needed)

In addition to the above, CPSE Providers must also submit:

- Proof of fingerprinting by New York State Department of Education**
Record of clearance can be obtained at <http://www.highered.nysed.gov/tcert/teach>
Log-in to TEACH & it can be found under fingerprinting. Print Page & bring a copy.
- Proof of attending the Child Abuse Workshop**
Record of completion can be obtained at <http://www.highered.nysed.gov/tcert/teach>
Log-in to TEACH & it can be found under conferences. Print Page & bring a copy.