



Early Intervention Agency
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Provider Registration Checklist

Employees (Form W-2):

- Employment Application
- Employment Agreement
- Form I-9 *Employment Eligibility Verification*
- Documents that establish Identity and Employment Eligibility (see p.2 of Form I-9), including Photo ID
- Social Security Card
- Form W-4
- Professional License / Certification; Copy of College Diploma
- LDSS/Statewide Central Register Database Check form
- Resume
- Three letters of reference from present/past employers or a professional familiar with your work; letters must have reference's contact information
- Current Health Form (forms from other EI Agencies are acceptable)
- Vaccine Consent/ Declination
- Malpractice/Liability Insurance (minimum \$1 million)
- HIPAA Compliance form
- Confidentiality Agreement
- Completed Department of Education Notification Form for DOE employees only
- Certificates of any In-service, Continuing Education Courses, or early intervention related training that you have attended in the past year (must attend at least 10 hours)
- Provider Information Form
- COVID-19 vaccination card

Independent Subcontractors (Form 1099)

- ☐ The documents and forms listed above except Form W-4
- Independent Subcontractor Agreement for Provision of Early Intervention Services
- Worker's Compensation Insurance (or proof of ownership of corporation)
- DOH Individual Provider Approval Letter
- DOH Corporation Approval Letter
- IRS Taxpayer Identification Number (Supporting Letter)
- Form W-9 *Request for Taxpayer Identification Number and Certification*
- Certificate of Incorporation (for Corporate Entities)