



WV Birth to Three Enrollment Checklist for Initial and First Annual Update

To be completed by individuals enrolling PRIOR to February 15, 2025

Payee Organization: _____ **Each Payee, whether enrolling as an organization, agency or individual, must submit, the following information one time only unless there are changes:**

☐ W-9 – forward W-9 to Gainwell Technologies ☐ WV Birth to Three Direct Deposit Application - Required for payment via electronic fund transfer (EFT). EFT payment option is recommended to assure the most timely and accurate delivery of payments. Please forward completed direct deposit from to: WV State Auditor's Office/ePayments Division, 1900 Kanawha Blvd., E Bldg. 1, Rm W-121, Charleston, WV 25305

The following information must be submitted annually: ☐ Signed WV Birth to Three Central Finance Office (CFO) Agreement ☐ Proof of Liability Insurance (\$1,000,000 per event) ☐ Valid Email Address 1) for claims and 2) for correspondence from state the office.

NOTE: The above payee may enroll direct service practitioners OR service coordinators, but not both. Direct service practitioners may apply in more than one.

Practitioner Name (Please print legibly): _____

Initial Enrollment	First Annual Update
All Enrollees ☐ Enrollment Application Form ☐ National Provider Identification Number (NPI#) ☐ Practitioner Assurance Form ☐ Professional Liability Insurance ☐ WVBTT Online Access Form ☐ WV Birth to Three Enrolled Professional Confidentiality Agreement ☐ Copy of applicable license, diploma, certification, and/or official transcript from a CHEA nationally accredited institution ☐ Criminal Background Check (CIB) – Fingerprint Process	All Enrollees ☐ Practitioner Assurance Form ☐ Professional Liability Insurance ☐ WV Birth to Three Enrolled Professional Confidentiality Agreement ☐ Copy of current license/certification, if applicable ☐ Valid E-mail address
Direct Service Practitioners: ☐ Rider A ☐ Copy of the WV Birth to Three Supervision Documentation Form (If required for this discipline in the Personnel Standards) ☐ Copy of certificate for Orientation to WV Birth to Three (Must be within 6 months of enrollment application) ☐ Developmental Specialists must also include copy of certificate for COSF training.	Direct Service Practitioners: ☐ Rider A ☐ Copy of WV Birth to Three Supervision Documentation Form, if applicable ☐ Verification of Course Completion for: Creating Meaningful Child and Family Outcomes, Child Outcomes Summary Form, FGRBI courses and five FGRBI Communities of Practice
Service Coordinators: ☐ Rider B ☐ Parent Exception Certificate for Service Coordination, if parent enrollment ☐ Copy of certificate for attendance at Orientation to WV Birth to Three (Must be within 6 months of enrollment application)	Service Coordinators: ☐ Rider B ☐ Verification of Course Completion for: Creating Meaningful Child and Family Outcomes; Child Outcomes Summary Form; Family Guided Routines Based Interventions; Keys to Participation Adaptations & Modifications for Infants & Toddlers; Motivational Interviewing; Supporting the Transition Out of WV Birth to Three and certificate of completion of WVBTT Service Coordinator Competency Test
	Professional licensure and liability insurance must be in place during the full period of enrollment. Lapses in professional licensure and/or liability insurance will result in immediate inability to provide WV Birth to Three services.

NOTE: Enrollment will not be processed until all required items are received. Enrolled practitioners must complete online Service Directory information.

Mail OR Scan and email completed documentation and this checklist to: WV Birth to Three Practitioner Enrollment Unit
c/o Gainwell Technologies
PO Box 29134
Shawnee Mission, KS 66201-9134
WVBTTenroll@gainwelltechnologies.com