



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

To be completed by individuals enrolling February 15, 2025, and later

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 form 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) ☐ <i>Copy of certificate for Orientation to WV Birth to Three (Must be within 6 months of enrollment application)</i> ☐ 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 ☐ <i>Verification of Course Completion for: Creating Meaningful Child and Family Outcomes, Child Outcomes Summary Form, FGRBI overview course, Supporting the Transition from WV BTT, Motivational Interviewing, and Determining Eligibility.</i>
Service Coordinators: ☐ Rider B ☐ Parent Exception Certificate for Service Coordination, if parent enrollment ☐ <i>Copy of certificate for attendance at Orientation to WV Birth to Three (Must be within 6 months of enrollment application)</i>	Service Coordinators: ☐ Rider B ☐ <i>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 BTT, and certificate of completion of WVBTT Service Coordinator Competency Test</i>
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