



## 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
<b>All Enrollees</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Enrollment Application Form</li><li><input type="checkbox"/> National Provider Identification Number (NPI#)</li><li><input type="checkbox"/> Practitioner Assurance Form</li><li><input type="checkbox"/> Professional Liability Insurance</li><li><input type="checkbox"/> WVBTT Online Access Form</li><li><input type="checkbox"/> WV Birth to Three Enrolled Professional Confidentiality Agreement</li><li><input type="checkbox"/> Copy of applicable license, diploma, certification, and/or official transcript from a CHEA nationally accredited institution</li><li><input type="checkbox"/> Criminal Background Check (CIB)- Please visit <a href="http://www.identogo.com">www.identogo.com</a></li></ul>	<b>All Enrollees</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Practitioner Assurance Form</li><li><input type="checkbox"/> Professional Liability Insurance</li><li><input type="checkbox"/> WV Birth to Three Enrolled Professional Confidentiality Agreement</li><li><input type="checkbox"/> Copy of current license/certification, if applicable</li><li><input type="checkbox"/> Valid E-mail address</li></ul>
<b>Direct Service Practitioners:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Rider A</li><li><input type="checkbox"/> Copy of the WV Birth to Three Supervision Documentation Form (If required for this discipline in the Personnel Standards)</li><li><input type="checkbox"/> Copy of certificate for Orientation to WV Birth to Three (Must be within 6 months of enrollment application)</li><li><input type="checkbox"/> <b>Developmental Specialists must also include copy of certificate for COSF training.</b></li></ul>	<b>Direct Service Practitioners:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Rider A</li><li><input type="checkbox"/> Copy of WV Birth to Three Supervision Documentation Form, if applicable</li><li><input type="checkbox"/> 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.</li></ul>
<b>Service Coordinators:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Rider B</li><li><input type="checkbox"/> Parent Exception Certificate for Service Coordination, if parent enrollment</li><li><input type="checkbox"/> Copy of certificate for attendance at Orientation to WV Birth to Three (Must be within 6 months of enrollment application)</li></ul>	<b>Service Coordinators:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Rider B</li><li><input type="checkbox"/> Verification of Course Completion for: Creating Meaningful Child and Family Outcomes, Child Outcomes Summary Form, Family Guided Routines Based Interventions, Keys to Participation Adaptations &amp; Modifications for Infants &amp; Toddlers, Motivational Interviewing, Supporting the Transition Out of WV BTT, and certificate of completion of WVBTT Service Coordinator Competency Test</li></ul>

**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](mailto:WVBTTenroll@gainwelltechnologies.com)