

Department Approved Training Courses

This list is furnished by the Department of Human Services, Office of Developmental Disability Services, to assist employment service providers to identify authorized training curriculum to meet the standards outlined in the [Employment Rule 411-345](#), the [Executive Order 15-01](#), and the [Core Competency and Training Standards](#). Included in the data is the Organization who hosts the training, the Course Title, the Hours attributed to the course (as published in each organization's training listing), the Format in which the training is available, and the Core Competency and Training Standard it has been identified to support the knowledge of. Please note some courses may have prerequisites not listed, including coursework and/or experience. **Please consult with the issuing agency regarding course availability and any prerequisites. This list is provided as a guide to help identify relevant courses and training entities. This is not an exclusive list.**

Organization	Course Title	Hours	Format	Core Competency and Training Standard
Association of People Supporting Employment First	<i>APSE Certified Employment Support Professional Exam</i>	3	In Person	1-12
Griffin-Hammis Associates	<i>ACRE Employment Services Web-Training Series</i> www.griffinhammis.com \$400.00	12 weeks	Online	1-12
Griffin-Hammis Associates offered through the Relias Academy	<i>Creating Community Careers: Customized Employment Part 1-5 (All 5 sessions must be taken to satisfy Core Competency)</i> http://griffinhammis.academy.reliaslearning.com/creating-community-careers-online-courses.aspx \$190.00	6.75	Online	3, 4
Griffin-Hammis Associates offered through the Relias Academy	<i>Creating Community Careers: Self-Employment Part 1-5 (All 5 sessions must be taken to satisfy Core Competency)</i> http://griffinhammis.academy.reliaslearning.com/customized-self-employment-for-people-with-disabilities.aspx \$180.00	16.5	Online	9, 12
Griffin-Hammis Associates	<i>Discovering Personal Genius</i>	16	In Person	2-4

Organization	Course Title	Hours	Format	Core Competency and Training Standard
Griffin-Hammis Associates offered through the Relias Academy	<u><i>Social Security Benefits (Must take both sessions to satisfy Core Competency)</i></u> http://griffinhammis.academy.reliaslearning.com/category.aspx?zcid=5945.5	5.5	Online	8, 9
Highline Community College (Employment Professional Certification)	<u><i>Essentials to Marketing and Job Development</i></u>	5 credits	In Person	3, 4, 9,12
Highline Community College (Employment Professional Certification)	<u><i>Foundations of Supported Employment</i></u>	5 credits	In Person	1, 2, 8, 10-11
Highline Community College (Employment Professional Certification)	<u><i>Job Support and Job Retention</i></u>	5 credits	In Person	5, 6, 7
Institute for Community Inclusion (ICI), University of Massachusetts (College of Employment Services)	<u><i>Business Perspectives</i></u> http://secure.mcstrategies.com/Commerce/ProductCatalog.aspx?Passthrough=oVYASje+lj3QR7dzIajXitfXXdUbaskHEmhtyVy9who%3d \$64.00	1	Online	11
Institute for Community Inclusion (ICI), University of Massachusetts (College of Employment Services)	<u><i>Foundations of Employment Services</i></u> http://secure.mcstrategies.com/Commerce/ProductCatalog.aspx?Passthrough=oVYASje+lj3QR7dzIajXitfXXdUbaskHEmhtyVy9who%3d \$64.00	2-3	Online	1, 2, 8, 10-11
Institute for Community Inclusion (ICI), University of Massachusetts (College of Employment Services)	<u><i>Funding</i></u> http://secure.mcstrategies.com/Commerce/ProductCatalog.aspx?Passthrough=oVYASje+lj3QR7dzIajXitfXXdUbaskHEmhtyVy9who%3d \$49.00	Data not Published	Online	8, 9
Institute for Community Inclusion (ICI), University of Massachusetts (College of Employment Services)	<u><i>Job Creation</i></u> http://secure.mcstrategies.com/Commerce/ProductCatalog.aspx?Passthrough=oVYASje+lj3QR7dzIajXitfXXdUbaskHEmhtyVy9who%3d \$64.00	Data not Published	Online	3, 4, 12

Organization	Course Title	Hours	Format	Core Competency and Training Standard
Institute for Community Inclusion (ICI), University of Massachusetts (College of Employment Services)	<i>Mental Health</i> http://directcourseonline.com/courses/	2-3	Online	1
Institute for Community Inclusion (ICI), University of Massachusetts (College of Employment Services)	<i>Networking</i> http://secure.mcstrategies.com/Commerce/ProductCatalog.aspx?Passthrough=oVYASje+Ij3QR7dzIajXitfXXdUbaskHEmhtyVy9who%3d \$49.00	Data not Published	Online	9
Institute for Community Inclusion (ICI), University of Massachusetts (College of Employment Services)	<i>Performance Coaching and Support - Part 1</i> http://secure.mcstrategies.com/Commerce/ProductCatalog.aspx?Passthrough=oVYASje+Ij3QR7dzIajXitfXXdUbaskHEmhtyVy9who%3d \$49.00	Data not Published	Online	5, 6, 7
Institute for Community Inclusion (ICI), University of Massachusetts (College of Employment Services)	<i>Performance Coaching and Support - Part 2</i> http://secure.mcstrategies.com/Commerce/ProductCatalog.aspx?Passthrough=oVYASje+Ij3QR7dzIajXitfXXdUbaskHEmhtyVy9who%3d \$49.00	Data not Published	Online	5, 6, 7
Institute for Community Inclusion (ICI), University of Massachusetts (College of Employment Services)	<i>Principles of Career Development</i> http://secure.mcstrategies.com/Commerce/ProductCatalog.aspx?Passthrough=oVYASje+Ij3QR7dzIajXitfXXdUbaskHEmhtyVy9who%3d \$64.00	Data not Published	Online	3, 4
Institute for Community Inclusion (ICI), University of Massachusetts (College of Employment Services)	<i>Strategies for Job Development — Part 1</i> http://directcourseonline.com/courses/	Data not Published	Online	3, 4
Institute for Community Inclusion (ICI), University of Massachusetts (College of Employment Services)	<i>Strategies for Job Development — Part 2</i> http://directcourseonline.com/courses/	Data not Published	Online	3, 4

Organization	Course Title	Hours	Format	Core Competency and Training Standard
Institute for Community Inclusion (ICI), University of Massachusetts (College of Employment Services)	<u><i>Ticket to Work</i></u> http://directcourseonline.com/courses/	Data not Published	Online	8, 9
Institute for Community Inclusion (ICI), University of Massachusetts (College of Employment Services)	<u><i>Using Work Incentives Toward Self-Sufficiency</i></u> http://directcourseonline.com/courses/	Data not Published	Online	9
Marc Gold and Associates	<u><i>An overview of Customized Employment</i></u>	4-8	In Person	1, 3, 4
Marc Gold and Associates	<u><i>Development of a Representational Portfolio</i></u>	8	In Person	3, 4
Marc Gold and Associates	<u><i>Discovery</i></u>	8-16	In Person	2
Marc Gold and Associates	<u><i>Job Development</i></u>	16-24	In Person	3, 4
Marc Gold and Associates	<u><i>Systematic Instruction</i></u>	16	In Person	5
Marc Gold and Associates	<u><i>The Customized Planning Meeting: Developing the employment plan</i></u>	8	In Person	3
Marc Gold and Associates	<u><i>The Written or Visual Profile Document: Capturing the information of discovery</i></u>	8-16	In Person	1, 2
Marc Gold and Associates	<u><i>Transition to Adult Employment</i></u>	4-8	In Person	10
Oregon Technical Assistance Corporation (OTAC)	<u><i>Customized Community Employment for Individuals with Developmental Disabilities – Basic Training</i></u>	Data not Published	In Person	1, 3, 7, 9
Oregon Technical Assistance Corporation (OTAC)	<u><i>Social Security Benefits: Basic Understanding</i></u>	4-8	In Person	8
Oregon Technical Assistance Corporation (OTAC)	<u><i>What is it About? Micro-Enterprise and Self-Employment</i></u>	1.5-2	In Person	12

Organization	Course Title	Hours	Format	Core Competency and Training Standard
Oregon Technical Assistance Corporation (OTAC)	<u><i>Effective Teaching and Training for People in Any Setting</i></u>	Data not Published	In Person	5, 6, 7
Oregon Technical Assistance Corporation (OTAC)	<u><i>Every Journey Begins with the "First Step"</i></u>	Data not Published	In Person	1
Oregon Technical Assistance Corporation (OTAC)	<u><i>Person Centered Planning for Community Employment</i></u>	16	In Person	2
Oregon Technical Assistance Corporation (OTAC)	<u><i>Tools to Find the Right Job</i></u>	8	In Person	3, 4, 9
Oregon Technical Assistance Corporation (OTAC)	<u><i>High School Transition: It's About Getting to Work</i></u>	1.5	In Person	10
Oregon Technical Assistance Corporation (OTAC)	<u><i>Working It Out</i></u>	16-24	In Person	11
Training Resources Network (TRN)	<u><i>Career Development</i></u> https://disabilitywebtraining.com/product-category/courses/ \$159.00	80	Online	2, 3, 4
Training Resources Network (TRN)	<u><i>Job Coaching and Consulting</i></u> https://disabilitywebtraining.com/product-category/courses/ \$159.00	80	Online	5, 6, 7
Training Resources Network (TRN)	<u><i>Marketing & Job Development</i></u> https://disabilitywebtraining.com/product-category/courses/ \$159.00	80	Online	3, 4
Training Resources Network (TRN)	<u><i>Providing Quality Training</i></u> https://disabilitywebtraining.com/product-category/courses/ \$159.00	80	Online	5
Virginia Commonwealth University (Supported Employment Certificate)	<u><i>Supported Employment Web-Based Certificate Series</i></u> http://www.worksupport.com/training/webcourses/se.cfm \$325	Three Month Series	Online	1-12
Virginia Commonwealth University (Supported Employment Certificate)	<u><i>Customized Employment</i></u>	16	Online	3, 4

Organization	Course Title	Hours	Format	Core Competency and Training Standard
Virginia Commonwealth University (Supported Employment Certificate)	<u><i>Disability Awareness HR Management Online Seminar</i></u> http://www.worksupport.com/training/webcourses/da.cfm FREE	Data not Published	Online	1
Virginia Commonwealth University (Supported Employment Certificate)	<u><i>Job Development</i></u>	16	Online	3, 4
Virginia Commonwealth University (Supported Employment Certificate)	<u><i>Overview of Self-Employment for Entrepreneurs with Disabilities</i></u>	25	Online	12
Virginia Commonwealth University (Supported Employment Certificate)	<u><i>Personal Assistance Services in the Workplace</i></u>	Data not Published	Online	1
Virginia Commonwealth University (Supported Employment Certificate)	<u><i>Real Work for Real Pay for Individuals with Autism Spectrum Disorder</i></u>	16	Online	1
Virginia Commonwealth University (Supported Employment Certificate)	<u><i>Self-Employment</i></u>	Data not Published	Online	12
Virginia Commonwealth University (Supported Employment Certificate)	<u><i>Supported Competitive Employment for Individuals with Mental Illness</i></u>	36	Online	1-9
Virginia Commonwealth University (Supported Employment Certificate)	<u><i>Supported Employment for Individuals with Traumatic Brain Injury</i></u>	16	Online	1
Virginia Commonwealth University (Supported Employment Certificate)	<u><i>Transition to Work for Individuals with Autism</i></u>	42	Online	10
Washington Initiative for Supported Employment (WiSE)	<u><i>ASD and Employment</i></u> http://www.gowise.org/wise-events	6	In Person	1
Washington Initiative for Supported Employment (WiSE)	<u><i>Best Practices in School to Work</i></u> http://www.gowise.org/wise-events	4-6	In Person	10

Organization	Course Title	Hours	Format	Core Competency and Training Standard
Washington Initiative for Supported Employment (WiSE)	<i><u>Building Relationships with Employers: Connecting with Businesses on the Business</u></i> http://www.gowise.org/wise-events	2-4	In Person	3, 4, 12
Washington Initiative for Supported Employment (WiSE)	<i><u>Building Your Leadership Presence</u></i> http://www.gowise.org/wise-events	4-6	In Person	1
Washington Initiative for Supported Employment (WiSE)	<i><u>Employment For All: Creating Typical Employment in the Community</u></i> http://www.gowise.org/wise-events	2	In Person	1, 2
Washington Initiative for Supported Employment (WiSE)	<i><u>Handheld Technology Supports in the Workplace and Community</u></i> http://www.gowise.org/wise-events	4-6	In Person	1, 4, 8
Washington Initiative for Supported Employment (WiSE)	<i><u>Job Coaching Best Practices</u></i> http://www.gowise.org/wise-events	3-6	In Person	5, 6, 7
Washington Initiative for Supported Employment (WiSE)	<i><u>Service Plans – A Hands on Training</u></i> http://www.gowise.org/wise-events	6	In Person	9
Washington Initiative for Supported Employment (WiSE)	<i><u>Volunteering and Other Unpaid Work Experience: The Benefits and Risks</u></i> http://www.gowise.org/wise-events	2-4	In Person	2
Washington Initiative for Supported Employment (WiSE)	<i><u>You Have More Money (and other stuff) If You Work</u></i> http://www.gowise.org/wise-events	2-4	In Person	8
Washington Initiative for Supported Employment (WiSE) – OELN Series	<i><u>*OELN Series – Includes 4 courses: Intro, Job Development, Systematic Instruction, and SS Benefits</u></i> http://employment-first.org/ FREE	48	In Person	1-12

Organization	Course Title	Hours	Format	Core Competency and Training Standard
Washington Initiative for Supported Employment (WiSE) - OELN	<u><i>Discovering Personal Genius with Griffin-Hammis Associates</i></u> http://employment-first.org/ FREE	12	In Person	1, 2, 3
Washington Initiative for Supported Employment (WiSE) - OELN	<u><i>OELN Intro/History of Supported Employment, Discovery, and Employment Planning</i></u> http://employment-first.org/ FREE	12	In Person	1, 2, 4, 7, 9, 11
Washington Initiative for Supported Employment (WiSE) - OELN	<u><i>OELN Job Development and Marketing</i></u> http://employment-first.org/ FREE	12	In Person	3-7, 9, 10
Washington Initiative for Supported Employment (WiSE) - OELN	<u><i>OELN Systematic Instruction and Follow Along</i></u> http://employment-first.org/ FREE	12	In Person	1-7, 9
Washington Initiative for Supported Employment (WiSE) - OELN	<u><i>Social Security Benefits and Work Incentives</i></u> http://employment-first.org/ FREE	12	In Person	8

Department Approved Discovery Training

Pursuant to the Department of Human Services Policy Transmittal ADP-PT-14-029 issued 9/12/2014, employment professionals (employment specialists) who provide Discovery must complete an ODDS approved training before delivering the Discovery Service. Approved Discovery trainings are listed below, but are not limited to these courses. These programs are listed as a guideline for learning objectives and competencies and are currently known to the Office of Developmental Disability Services to meet the requirements of delivering the discreet service of Discovery.

Provider	Program/Course Name
Oregon Employment Learning Network (OELN)	Introduction/History of Supported Employment, Discovery, and Employment Planning
Griffin-Hammis Associates	Discovering Personal Genius
Marc Gold and Associates	Discovery
Virginia Commonwealth University	Supported Employment Web-Based Certification
Training Resource Network (TRN)	Career Development (Using Principles of Discovery & Career Enhancement)
Michael Callahan	Customized Employment/Discovery/Systematic Instruction
The CSI Network (ACRE Online)	Certificate of Completion-10 hour advanced online training course in Expanding Discovery and Exploration
OTAC	Person Centered Planning for Community Employment

The training should meet the following requirements:

- The training topic/curriculum should directly relate to conducting and documenting, through the use of developing a Discovery Profile, the Discovery process. While the titles of these trainings may vary, the content addresses the concept of discovery, person centered employment planning approaches, community-based assessments, and career exploration.
- Training may be obtained online or in person sessions. The supported employment professional delivering the direct services should be the recipient of the training.
- Training should be provided by an instructor/entity using a curriculum consistent with the core competencies and standards for Discovery established by DHS.