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.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Course Title</th>
<th>Hours</th>
<th>Format</th>
<th>Core Competency and Training Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Association of People Supporting Employment First</td>
<td><a href="#">APSE Certified Employment Support Professional Exam</a></td>
<td>3</td>
<td>In Person</td>
<td>1-12</td>
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<tr>
<td>Griffin-Hammis Associates</td>
<td><a href="#">ACRE Employment Services Web-Training Series</a></td>
<td>12 weeks</td>
<td>Online</td>
<td>1-12</td>
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<td>Griffin-Hammis Associates offered through the Relias Academy</td>
<td><a href="#">Creating Community Careers: Customized Employment Part 1-5 (All 5 sessions must be taken to satisfy Core Competency)</a></td>
<td>6.75</td>
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<td><a href="#">Creating Community Careers: Self-Employment Part 1-5 (All 5 sessions must be taken to satisfy Core Competency)</a></td>
<td>16.5</td>
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<td>Griffin-Hammis Associates</td>
<td><a href="#">Discovering Personal Genius</a></td>
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<td>Format</td>
<td>Core Competency and Training Standard</td>
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<td>Griffin-Hamms Associates offered through the Relias Academy</td>
<td>Social Security Benefits (Must take both sessions to satisfy Core Competency)</td>
<td>5.5</td>
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<td>Highline Community College (Employment Professional Certification)</td>
<td>Essentials to Marketing and Job Development</td>
<td>5 credits</td>
<td>In Person</td>
<td>3, 4, 9, 12</td>
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<td>Highline Community College (Employment Professional Certification)</td>
<td>Foundations of Supported Employment</td>
<td>5 credits</td>
<td>In Person</td>
<td>1, 2, 8, 10-11</td>
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<td>Highline Community College (Employment Professional Certification)</td>
<td>Job Support and Job Retention</td>
<td>5 credits</td>
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<td>Foundations of Employment Services</td>
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<td>Online</td>
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<td>Funding</td>
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<td>Strategies for Job Development — Part 1</td>
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<td>Ticket to Work <a href="http://directcourseonline.com/courses/">http://directcourseonline.com/courses/</a></td>
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<td>Institute for Community Inclusion (ICI), University of Massachusetts (College of Employment Services)</td>
<td>Using Work Incentives Toward Self-Sufficiency <a href="http://directcourseonline.com/courses/">http://directcourseonline.com/courses/</a></td>
<td>Data not Published</td>
<td>Online</td>
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<td>Marc Gold and Associates</td>
<td>An overview of Customized Employment</td>
<td>4-8</td>
<td>In Person</td>
<td>1, 3, 4</td>
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<td>Marc Gold and Associates</td>
<td>Development of a Representational Portfolio</td>
<td>8</td>
<td>In Person</td>
<td>3, 4</td>
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<td>Marc Gold and Associates</td>
<td>Discovery</td>
<td>8-16</td>
<td>In Person</td>
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<td>Marc Gold and Associates</td>
<td>Job Development</td>
<td>16-24</td>
<td>In Person</td>
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<td>Marc Gold and Associates</td>
<td>Systematic Instruction</td>
<td>16</td>
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<td>The Customized Planning Meeting: Developing the employment plan</td>
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<td>In Person</td>
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<td>Marc Gold and Associates</td>
<td>The Written or Visual Profile Document: Capturing the information of discovery</td>
<td>8-16</td>
<td>In Person</td>
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<td>Transition to Adult Employment</td>
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<td>Oregon Technical Assistance Corporation (OTAC)</td>
<td>Customized Community Employment for Individuals with Developmental Disabilities – Basic Training</td>
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<td>In Person</td>
<td>1, 3, 7, 9</td>
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<td>Oregon Technical Assistance Corporation (OTAC)</td>
<td>Social Security Benefits: Basic Understanding</td>
<td>4-8</td>
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<td>Oregon Technical Assistance Corporation (OTAC)</td>
<td>What is it About? Micro-Enterprise and Self-Employment</td>
<td>1.5-2</td>
<td>In Person</td>
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<td>Hours</td>
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<td>Oregon Technical Assistance Corporation (OTAC)</td>
<td>Effective Teaching and Training for People in Any Setting</td>
<td>Data not Published</td>
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<td>Every Journey Begins with the “First Step”</td>
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<td>Tools to Find the Right Job</td>
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<td>In Person</td>
<td>3, 4, 9</td>
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<td>High School Transition: It’s About Getting to Work</td>
<td>1.5</td>
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<td>Working It Out</td>
<td>16-24</td>
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<td>Job Coaching and Consulting</td>
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<td>Providing Quality Training</td>
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<td>Virginia Commonwealth University (Supported Employment Certificate)</td>
<td>Supported Employment Web-Based Certificate Series</td>
<td>Three Month Series</td>
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<td>Customized Employment</td>
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<td>Core Competency and Training Standard</td>
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<td>Disability Awareness HR Management Online Seminar <a href="http://www.worksupport.com/training/webcourses/da.cfm">http://www.worksupport.com/training/webcourses/da.cfm</a></td>
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<td>Virginia Commonwealth University (Supported Employment Certificate)</td>
<td>Overview of Self-Employment for Entrepreneurs with Disabilities</td>
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<td>Personal Assistance Services in the Workplace</td>
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<td>Self-Employment</td>
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<td>Transition to Work for Individuals with Autism</td>
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<td>Washington Initiative for Supported Employment (WiSE)</td>
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<td>Washington Initiative for Supported Employment (WiSE)</td>
<td>Building Your Leadership Presence</td>
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<td>Handheld Technology Supports in the Workplace and Community</td>
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<td>Washington Initiative for Supported Employment (WiSE)</td>
<td>Job Coaching Best Practices</td>
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<td>Volunteering and Other Unpaid Work Experience: The Benefits and Risks</td>
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<td>Washington Initiative for Supported Employment (WiSE)</td>
<td>You Have More Money (and other stuff) If You Work</td>
<td>2-4</td>
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<td>Washington Initiative for Supported Employment (WiSE) – OELN Series</td>
<td>*OELN Series – Includes 4 courses: Intro, Job Development, Systematic Instruction, and SS Benefits</td>
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<td>1-12</td>
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<td>Organization</td>
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<td>Washington Initiative for Supported Employment (WiSE) - OELN</td>
<td>Discovering Personal Genius with Griffin-Hammis Associates</td>
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<td>Washington Initiative for Supported Employment (WiSE) - OELN</td>
<td>OELN Intro/History of Supported Employment, Discovery, and Employment Planning</td>
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<td>OELN Systematic Instruction and Follow Along</td>
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<td>Washington Initiative for Supported Employment (WiSE) - OELN</td>
<td>Social Security Benefits and Work Incentives</td>
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</table>
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.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Program/Course Name</th>
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<tr>
<td>Oregon Employment Learning Network (OELN)</td>
<td>Introduction/History of Supported Employment, Discovery, and Employment Planning</td>
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<tr>
<td>Griffin-Hammis Associates</td>
<td>Discovering Personal Genius</td>
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<tr>
<td>Marc Gold and Associates</td>
<td>Discovery</td>
</tr>
<tr>
<td>Virginia Commonwealth University</td>
<td>Supported Employment Web-Based Certification</td>
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<tr>
<td>Michael Callahan</td>
<td>Customized Employment/Discovery/Systematic Instruction</td>
</tr>
<tr>
<td>The CSI Network (ACRE Online)</td>
<td>Certificate of Completion-10 hour advanced online training course in Expanding Discovery and Exploration</td>
</tr>
<tr>
<td>OTAC</td>
<td>Person Centered Planning for Community Employment</td>
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</tbody>
</table>

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.