

Sept. 13, 2019

To: Employment First stakeholders

From: Acacia McGuire Anderson, Statewide Employment First Coordinator

Re: [Employment First](#): Training and Continuing Education

(Please forward to your local partners & stakeholders)

This message is a reminder regarding the approval process for continuing education programs and training.

In 2018, the Office of Developmental Disabilities Services (ODDS) adopted a pre-approval process for continuing education programs and activities. Organizations that sponsor conferences, seminars or webinars and would like these to count as continuing education and training for Supported Employment Professionals are required to seek **pre-approval** of their programs/activities.

The [Continuing Education Pre-Approval Worker Guide](#) describes the requirements and procedures involved for those organizations that wish to seek pre-approval of their programs and activities. The Worker Guide also has a link to the application for training approval. We encourage organizations to submit an application for pre-approval to have your conference/webinars count toward continuing education and training.

ODDS also recently updated the [Department Approved Employment Service Provider Training Course](#) list. This list can be found on the I/DD Employment Policy page under “Core Competencies/Provider and also on the [Employment Service Provider Resources web page](#). This list will be updated regularly as approved trainings change.

As a reminder, the type of instruction that may be considered for pre-approval for continuing education credit includes:

- Conference: A series of seminars or workshops spanning the course of one or more consecutive days. Conferences must be available for registration to the public, and not restricted only to the organization hosting.
- Seminar/Workshop: A lecture or presentation delivered to an audience on a topic or set of topics. Seminars/Workshops must be available for registration to the public, and not restricted to the organization hosting.

- Webinar: A live presentation, lecture, workshop or seminar that is transmitted over the Web and allows interaction between the presenter and the audience.

This type of instruction will not be considered for approval for continuing education credits:

- Webcast: A recorded presentation, lecture, workshop or seminar that is transmitted over the web and does not allow interaction between the presenter and the audience.
- In-House/Onboarding Training: A training developed and delivered by provider organizations for the purpose of training their own staff within the onboarding process. Any training not available to a variety of organizations will not be reviewed for approval.
- Trainings designed to qualify someone to deliver Discovery or Job Development. While trainings may be about Discovery and/or Job Development, trainings approved through this process will be for general continuing education credit as required by OAR 411-345. Discovery and Job Development have additional credentialing requirements which must still be followed.

ODDS developed two Worker Guides for Employment Professional Training:

- [Worker Guide - Request for Continuing Education Hours for Employment Professionals](#)
- [Worker Guide - Employment Professional Training and Credentialing Requirements](#)

There is also a PowerPoint that walks employment providers through the training requirements: <https://www.oregon.gov/DHS/EMPLOYMENT/EMPLOYMENT-FIRST/Policy/Provider-Training-Requirement-August-2019.pdf>

If you have comments or other questions, please email employmenttraining.review@dhsosha.state.or.us