

July 13, 2018

To: Employment First stakeholders

From: Acacia McGuire Anderson, Statewide Employment First Coordinator

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

(Please forward to your local partners & stakeholders)

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The Office of Developmental Disabilities Services (ODDS) is committed to increasing the quality of Supported Employment Services for people with intellectual and developmental disabilities (I/DD).

To maintain a high quality of training opportunities and increase capacity, ODDS has adopted a pre-approval process for continuing education programs and activities. Organizations that sponsor conferences, seminars or webinars and would like this to count as continuing education and training for Supported Employment Professionals are required to seek **pre-approval** of their programs/activities. This lets Employment Professionals know that the programs/activities are appropriate to use toward meeting the requirements of their certification renewal program.

The Continuing Education Pre-Approval Guide describes the requirements and procedures involved for those organizations that wish to seek pre-approval of their programs and activities. Training programs already listed on the [Department Approved Employment Service Provider Training Courses](#) will not require resubmission.

Type of Instruction that Will Be Considered for Approval

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.

Type of Instruction that Will Not Be Considered for Approval

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.

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](#)

Both of these documents can be found on the [Employment Providers Resources](#) page, or the [I/DD Employment Policy](#) page.

Additionally, the [Core Competency Training](#) modules available in iLearn Oregon will apply toward the 12 hour annual training requirement (up to eight hours of credit) for the first year, and may be used as initial training (as described in OAR 411-345-0300) for Employment Professionals. All 12 modules must be completed to satisfy the initial training requirement within 90 days.

If you have comments or other questions, please email employment.first@state.or.us

~ Acacia