

<b>Topic:</b>	Employment Professional Qualifications and Training
<b>Date Issued/Updated:</b>	05/24/2018, Updated 3/26/2021

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## Overview

Implementation of Oregon's Department of Human Services (DHS) Employment First policy requires employment services for individuals with intellectual and developmental disabilities (I/DD) be provided by agencies or individual providers who are licensed, certified, credentialed or otherwise qualified in accordance with rule.

As a step toward meeting this requirement, DHS adopted [Core Competencies and Training Standards](#) for Supported Employment Professionals, which are available online. This Worker's Guide is intended to be the primary source of information regarding the training and credentialing requirements for Employment Professionals, as defined in [OAR 411-345](#), and supersedes any prior published training information contrary to current requirements.

### **Description:**

The Office of Developmental Disabilities Services (ODDS) has outlined in rule the requirements to obtain and maintain the provider licensing, certifications, and endorsements. These requirements include initial training, demonstration of core competencies, annual continuing education, and required credentialing for certain specialties.

The training requirements are outlined in OAR 411-345 and are summarized below.

### **All Employment Professionals**

- All Employment Professionals are required to complete the [12 Core Competency trainings modules](#). See below for information specific to each provider type related to the completion of these modules.
- All Employment Professionals must complete [12 CECs of Department-Approved training](#) annually. At least 6 of the 12 CECs required must be specific to the topic of Supported Employment as it relates to people with developmental disabilities. The remaining CECs for the year, if any, must be [Department-approved trainings](#) related to topics about disability and not necessarily about Supported Employment.

### **Employment Professionals Employed by an Agency Provider**

- Employment Professionals, employed by an Agency Provider, are required to complete a minimum of one Department-Approved competency-based Supported Employment training within 90 days of providing employment services.
- Employment Professionals, employed by an Agency Provider, must demonstrate the Core Competencies and Training Standards (CCTS) within one year of providing

employment services. [12 Core Competency training modules](#) are available on the state's Learning Management System. Completion of these 12 modules will demonstrate that the initial training standards have been met. Completion of the 12 modules within 90 days, will satisfy the initial 90-day training requirement (see first bullet), and will apply towards 8 continuing education credits (CECs) for the first year as an Employment Professional.

- Agency Providers must have one individual in a supervisory capacity (someone who oversees the delivery of ODDS employment services) who holds a Department-Approved credential. See a list of accepted credentials below.

### **Independent Contractors and PSW Job Coaches**

- As of 1/1/2019 all Independent Providers, including Independent Contractors and PSW-Job Coaches, must complete the 12 Core Competency modules PRIOR to enrollment.
- Employment Professionals, who are Independent Contractors, must hold a Department Approved Credential and a current Vocational Rehabilitation services contract for Job Placement. See below for credentialing options.

### **All Discovery Service Providers**

All Discovery Service Providers must complete two training requirements. The first is the long-standing training requirement, including:

1. Current training for Discovery includes at least one training for which 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. Approved trainings, can be found on the [Department-approved trainings](#) list.
  - Individuals achieving certification by the following entities will be considered qualified as a provider for Discovery services, but must also complete the four (4) Oregon specific Discovery trainings on or before September 1, 2021:
    - ACRE Basic Employment or Professional Employment Certificate.
    - Association of Persons Supporting Employment first (APSE) Certified Employment Support Professional.
2. The second training requirement to complete the four (4) Oregon specific Discovery modules must be completed between now and September 1, 2021. These modules include:
  - a. Module 1: Introduction to Discovery <https://go.usa.gov/xsBsD>
  - b. Module 2: Community Based Experiences <https://go.usa.gov/xsBsX>
  - c. Module 3: Approval Criteria <https://go.usa.gov/xsBsv>

- d. Module 4: Career Development Plan and Individual Plan for Employment  
<https://go.usa.gov/xsBs6>
3. A new transmittal about Discovery is available that discusses the new [ODDS Discovery Profile](#) and the policy can be found on the [ODDS Employment First Policy](#) page under the Discovery section.

*Department-Approved credentials include being a Certified Employment Support Professional (CESP), Basic or Professional Employment Certificate recognized by the Association of Community Rehabilitation Counselors (ACRE) or a certificate from a program in Supported Employment from an accredited institution of higher education, such as a university or community college.*

For ease of reference, [ODDS maintains a list of courses](#) offered by nationally recognized authorities in the field of supported employment and has published the list online for reference. Information regarding competency-based training courses that will satisfy initial and ongoing training requirements is available on the [Employment Service Provider Resources](#) page.

Please note that ODDS has funded the development of 32 new training modules that discuss a variety of topics related to supported employment services. You can find the links to these modules [in the Department-approved training list](#).

### **Frequently Asked Questions:**

An [Employment Training, Core Competencies, and Credentialing FAQ](#) document is available on the [Employment Service Providers Resources](#) page of Oregon.gov.

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