

Topic:	Employment Training and Conference CE Approval
Date Issued/Updated:	6/22/2018

Overview

The Department of Human Services, Office of Developmental Disabilities Services (ODDS), is committed to developing highly qualified and credentialed Supported Employment Professionals. ODDS endeavors to consistently apply training and competency requirements statewide to increase the quality of Supported Employment Services for people with intellectual or developmental disabilities (I/DD).

ODDS' annual training requirements are designed to encourage Employment Professionals to continue their professional development, in part, through the attainment of continuing education to help them serve eligible participants more effectively. ODDS has aligned the current training requirements with national supported employment certification requirements to reduce redundancy of training and provide consistency in qualifications.

Description:

To maintain a high quality of continuing education opportunities, ODDS has adopted a pre-approval process for continuing education programs and activities. Organizations that sponsor continuing education and training are required to seek pre-approval of their programs/activities, which signifies to all certified individuals that the programs/activities are appropriate to use toward meeting the requirements of their certification renewal program.

This Continuing Education Pre-Approval Guide is designed to describe 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 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.

Procedure(s) that apply:

Conference Sessions

To have conference sessions approved for Oregon Employment First Continuing Education (CE) Hours, the Conference and Sessions form must be completed for all sessions requesting CE Hours. The application must:

- Demonstrate how the session(s) will advance the knowledge and skill of Employment Professionals,
- Demonstrate how the session(s) align with the established Core Competencies and Training Standards of Supported Employment Professionals,
- Define the number of hours requested for each session.

Conference Session Approval Requirements

The following requirements must be met prior to the granting of approval and issuing Oregon Employment First CE Certificates.

- The focus of the program must be to increase the participant's knowledge of or skill in the practice of Supported Employment.
- To be approved, a session must clearly meet one of the established Core Competencies and Training Standards of Supported Employment Professionals for continuing education.
- The purpose of the program must be clearly defined in terms of expected outcomes and learning objectives.
- The session must include a method of obtaining signatures of attendees who wish to be awarded CE Hours.

Conference Session Approval Process

- The application must be completed in full and the requested documentation must be attached. Any application submitted that is not accompanied by the appropriate and/or required materials will be rejected.
- Approval must be obtained/granted for each session requesting CE Hours.
- Applications must be submitted a minimum of 30 days prior to the conference date to be considered for CE Hour Approval.

[Application for Conference Session Approval for Supported Employment Continuing Education](#)

Training

ODDS will review, on a quarterly basis only, training curriculum submitted for approval of Oregon Employment First CE Hours. It is important that submissions are complete and accurate, timely, and reflect all elements required for approval. ODDS will not grant CE Hours to any incomplete applications, or to any training materials intended for the sole use within an organization.

Training program information must be submitted to ODDS to issue an approval and establish a course in iLearn. Organizations cannot request approval on behalf of any other vendor offering continuing education.

Training Approval Requirements

The following requirements must be met prior to the granting of approval and issuing of an iLearn Course.

- The program must be no less than four “clock” hours in duration. A clock hour is defined as 60 minutes of instruction time and excludes opening/closing remarks, introductions, networking functions, coffee breaks, social hours, and meals.
- The focus of the program must be to increase the participant’s knowledge of or skill in the practice of Supported Employment. To be approved, a program must clearly meet at least one of the core competency focus areas for continuing education.
- The purpose of the program must be clearly defined in terms of expected outcomes and learning objectives.
- The program must include an evaluation component completed by the participants. This is an evaluation of the program’s value – not an assessment of the participant’s learning skills.

Training Approval Process

ODDS reserves the right to monitor the programs and activities for which it has granted approval and to withdraw its approval from any program or activity that is

offered or presented in a manner that is inconsistent with approval requirements. The approval process is as follows:

- The application must be completed in full and the requested documentation must be attached. **Any application submitted that is not accompanied by the appropriate and/or required materials will be rejected.**
- Approval must be obtained/granted for each program/activity. For example, a training program that is two hours in length and given on one day is considered one program/activity. Similarly, a training given over a period of three days is also considered one program/activity.
- Applications requesting retroactive approval (the program/activity has already occurred), will be reviewed up to a maximum of 6 months after the completion of the program/activity. Applications submitted beyond the 6-month maximum will be ineligible for consideration.
- Applications must be submitted prior to the quarterly review cutoff date to be considered for the current review period. A timeline of review periods is outlined below.

	Materials Submitted Between:	Deadline for Quarterly Review Submission:	Anticipate ODDS Response By:
1st Quarter	January – March	March 31 st	April 30 th
2nd Quarter	April – June	June 30 th	July 31 st
3rd Quarter	July – September	September 30 th	October 31 st
4th Quarter	October - December	December 31 st	January 31 st
No exceptions will be granted to these timelines. If a deadline is missed the organization must wait until the following review period for ODDS to review the content for Continuing Education Hours.			

- The continuing education training program/activity approval is valid for 2 years from the program/activity *start date*, regardless of calendar year, provided that no substantive changes are made to the content or format of the program/activity. A training organization/program must re-apply every future two-year period whether there are any program/activity content or format changes.

Training Approval and iLearn

All trainings that have been approved will be added to iLearn and assigned an Instructor from the originating organization. The course in iLearn will show the dates of training and the number of hours approved. **Any training participants who do not enroll through iLearn will not be granted Oregon Employment First Continuing Education Hours. A completed sign in sheet must be submitted to ODDS (EmploymentTraining.Review@dhsosha.state.or.us) for every class within two weeks of the event.**

It will be the sole responsibility of the trainer/training organization to ensure all registered individuals receive the proper credit for attendance of the course.

NOTE: ODDS acknowledges it is the responsibility of the trainee to actively participate in a program for the benefit of furthering their professional education. However, ODDS encourages all providers of continuing education to actively monitor participation in a program prior to awarding credit to trainees.

The Instructor role will be added for a single individual to be able to access and close enrollment for the course. This individual will be required to attend a training hosted by ODDS to learn the roles, responsibilities, and functions of an instructor in iLearn within 30 days of approval. The date of the quarterly training will be provided in the approval notice.

***NOTE:** Authorized providers are required to maintain participant records for those programs approved by ODDS for a period of five years. Participant records are defined as a list of participant names and continuing education hours awarded for each program.*

Training Rejection

Any incomplete applications will be rejected. Any submissions that do not meet the minimum requirements, do not clearly demonstrate the curriculum relationship to the established Core Competencies and Training Standards of Supported Employment Professionals, or that are not available to all providers and/or provider organizations will be rejected. Additionally, any Instructor who fails to attend the ODDS hosted iLearn Instructor Training will cause a curriculum approval to be rejected. A notice of rejection of content will be returned to the submitter outlining the reasons for rejection. The curriculum may be resubmitted during any following review period if the appropriate corrections have been made, and will be reviewed as a new submission. Failure to make appropriate improvements may result in denial of future applications.

[Application for Training Approval for Supported Employment Continuing Education](#)

Contact(s):

Name: Stephanie Roncal; **Phone:** 503-945-5759; **Email:** stephanie.roncal@state.or.us