MISSOURI DIVISION OF
DEVELOPMENTAL
DISABILITIES

Improving lives THROUGH
supports and services
THAT FOSTER self-determination.

PROVIDER BULLETIN

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Employment Support Professional Purchase of Service Contract Training Requirements

CONTENTS
- **Clarification on training requirements and sources for completion of training requirements.**

The Division of Developmental Disabilities is providing clarification on training requirements and the options for accomplishing training requirements.

Training Sources

As outlined in contract, training can be accomplished through the use of:

- College of Employment Services (CES)
- Association of People Supporting Employment First (APSE)
- Association of Community Rehabilitation Educators (ACRE)
- Institutions of Higher Education (IHE) courses from either a Council for Accreditation of Counseling and Related Education Programs (CACREP) or a University Center for Excellence in Developmental Disabilities (UCEDD)
- Training from Division of Developmental associated with grant activities, purchased training/technical assistance, or communities of practice
- Contractor (Provider) developed internal staff training

A certificate of completion, continuing education certificate, or transcript which outlines the contact hours, issuing source, and course title is required.

Contractor Developed Training Clarification:
As outlined in the Purchase of Service contract in section 3.4.10 (b), a provider/contractor can elect to develop their own employment support professional training requirements through the use of internally developed training in lieu of credentialing and/or training sources outlined in the contract.

An arrangement is in place between the Division and Maryville University in St. Louis, MO, for curriculum review. As an accredited institution by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), Maryville University will conduct the review and approval.

a. For providers wishing to develop their own training, the Training Curriculum Review Rubric must be completed and submitted to the Division Director of Employment at: ddmail@dmh.mo.gov.
b. The Division will submit the completed rubric and supporting documentation to Maryville University.
c. If approved, developed training curriculum can be provided for up to three years from the date of approval before needing to be re-submitted for review.
d. Correspondence indicating that the training curriculum has been approved must be maintained by the Human Resource Manager (or equivalent).

College of Employment Services and Relias Learning Clarification
Although College of Employment Services (CES) is listed in contract as an option of no cost to the provider, the Division has since ended this contract. CES continues as an approved source of training for fulfilling the employment support professional training requirements. However, to access, providers would need to independently contract with CES.

The Division has entered into a new contract for online learning management through Relias. As such, Relias is now an approved option for fulfilling the employment support professional training requirements. This option is available at no cost to the employment support professional and can be accessed through the MODD Employment Support Self-Registration portal.

APSE and ACRE Clarification
APSE hosts annual training opportunities through professional development events and conferences. The completion of these events results in an issued certificate of attendance which outlines the number of contact hours. Training opportunities can be found at the Missouri APSE website. APSE also offers employment support professional certification which accomplishes the training requirements. To learn more visit: Certified Employment Support Professional.

ACRE certified instructors offer courses on employment best practices. A variety of courses are available in online and face-to-face formats. Training completed by an ACRE certified instructor fulfills the training requirements. Training opportunities are located at: ACRE Training.