

Employment First Partnership Provider Staff Professional Development Checklist

Providers must be dually certified (approved by DODD & OOD) to provide Vocational Rehabilitation (VR) services to individuals eligible for DD services- [Becoming an Employment First Partnership Provider](#)

Option 1: Staff Credentials

Each individual staff providing Supported Employment Job Development (SEJD) services through OOD must have successfully passed the [Certified Employment Support Professional \(CESP\)](#) exam through the Association of People Supporting Employment First (APSE) and/or have their [Certified Rehabilitation Counselor \(CRC\)](#) certification regardless of any previous training completed. CRC and CESP-certified staff may also provide other VR services, including on-the-job supports.

- Verify that staff has one of the following credentials
 - Certified Employment Support Professional (CESP)
 - OR
 - Certified Rehabilitation Counselor (CRC)
- Providers submit CESP or CRC documentation to the crpvendor@ood.ohio.gov mailbox.

If CESP or CRC documentation is submitted, no additional EF Partnership training is required; however, the training options listed below for Non-CRC and Non-CESP Certified staff are free and available to anyone

Option 2: Supported Employment Training

Staff who do not have their CRC and/or are not CESP-certified **are not permitted** to provide Supported Employment Job Development (SEJD), but can provide the other VR services including On-The-Job Supports. These staff must complete the following web-based trainings, which are available free of charge:

- [The Orientation to Supported Employment](#) online course in DODD MyLearning
 - Create account or log in to [DODD MyLearning](#)
 - To receive credit for this course, learners must complete all eight modules and pass each module quiz with a grade of 80% or greater.
 - For technical issues with this and other DODD MyLearning courses, contact the ITS Help Desk at 1-800-617-6733 or ITSCallCenter@dodd.ohio.gov
- Select at minimum one course in each of the 3 topic areas (column) available in [DirectCourse](#)
 - Create account or log in to [DirectCourse](#)

Identifying & Providing On-the-Job Supports	Employer Engagement & Customized Employment	Career Planning and Development
<i>Choose at least 1 course, all lessons must be completed within chosen course</i>	<i>Choose at least 1 course, all lessons must be completed within chosen course(s)</i>	<i>Choose at least 1 course, all lessons must be completed within chosen course</i>
<ul style="list-style-type: none"> ○ Performance Coaching and Support: Part 1 ○ Performance Coaching and Support: Part 2 	<ul style="list-style-type: none"> ○ Strategies for Job Development: Part 2 ○ Business Perspective ○ Networking & Job Creation (Both courses required if chosen) 	<ul style="list-style-type: none"> ○ Principles of Career Development ○ Strategies for Job Development: Part 1 ○ Using Work Incentives to Increase Self-Sufficiency ○ Employment Supports for People with Disabilities: Exploring Individual Preferences for Job Attainment

Please email employmentfirst@dodd.ohio.gov with any questions or concerns regarding any of the training requirements.