NEW YORK STATE | Office for People With Developmental Disabilities

REQUEST FOR STAFF TRAINING PERIOD EXTENSION

Staff training records and credits follow staff across agencies and OPWDD services (SEMP, Pathway to Employment, and Prevocational). See additional guidance on page 2.

Staff person is currently employed in which service(s)

☐ **SEMP** - 24 *hours in the first year, 6 hours each year after*

☐ **Pathway to Employment** - 24 *hours in the first year, 6 hours each year after*

Supervisors must submit this form to employment.voacational.services@opwdd.ny.gov.

Provider Agency:

Agency Requesting Extension: _____

Agency Provider Code: _____ DDRO: Select One

Director Name: _____ Director E-mail: _____

Staff Information:

Last Name: _____ First Name: _____

Staff Title: _____ Date Hired to Provide Service(s): _____

Training Requirement not met: ☐ Initial Training ☐ Annual Continuing Education

Reason for staff training delay:

Plan to remediate staff training requirements:

Date staff training will be completed: _____

Submitted By (Name): _____

E-mail: _____ Date: _____

Return Processed Request to (Name): _____ **E-mail:** _____

For OPWDD Central Office Only: Date Request Received: _____

Approved (check one): ☐ Yes ☐ No Required training must be completed by: _____

Reason if not approved: _____

OPWDD Signature: _____ Date Processed: _____

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OPWDD Vocational Staff Training Requirements

OPWDD staff training requirements can be found in the ADM for each service.
opwdd.ny.gov/regulations-guidance

Prevocational Services

Prevocational Services Staff Training Delivery of Site Based or Community Based Prevocational Services does not require specific prevocational service staff training. However, provider agencies are strongly encouraged to have prevocational staff participate in the OPWDD Innovations in Employment Supports trainings. Innovations in Employment Supports trainings include topics pertinent to Prevocational Services such as introduction to employment, discovery, job readiness training, creating connections, etc. Providers may bill for Community Based Prevocational staff who attend Innovations in Employment Supports trainings in accordance with the billing limitations. No additional billing beyond the half day or full day at the Site Based Prevocational rate is available for Innovations staff training.

SEMP

Supported Employment (SEMP) staff, supervisors and directors must participate in OPWDD's Innovations in Employment Supports Trainings as required in the SEMP regulations. Staff who are hiredon or after July 1, 2015, to provide SEMP services must complete 24 hours of OPWDD's Innovations in Employment Supports Trainings within 12 months of being hired as a job coach, job developer, employment specialist, or a related employment or vocational rehabilitation job title. SEMP staff, supervisors, and directors must obtain at least six hours of continuing education in SEMP on an annual basis by participating in OPWDD's Innovations in Employment Supports Trainings. These records mustbe kept in accordance with 18 NYCRR subdivision 504.3(a).

Pathway to Employment

Effective January 1, 2024, after completing the initial 24 hours of Innovations training, staff providing Pathway to Employment services must obtain 6 hours of continuing education each calendar year, beginning on each full calendar year (January 1 to December 31) thereafter. The service provider must maintain documentation that the annual continuing education requirements for each staff person are met. To meet these requirements, all Innovations trainings are listed on their official transcript. If a Pathway to Employment services staff person changes employment from one provider agency to another or is reassigned within an agency, the staff person's training records and credits follow them to the new agency.

If a staff person, supervisor, manager or director ends employment prior to completing the required training, the service provider's prior billing may be considered valid. For example, if the staff person must complete their required training by September 1, 2024 but they end their employment with the service provider on June 1, 2024, the service provider may be reimbursed for the services provided by the staff person. However, services provided after the required training deadline will not be reimbursed.