



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

POLICY	
Department on Disability Services	Subject: Employment Support Professionals Training Policy
Responsible Program or Office: Department on Developmental Disabilities & Rehabilitation Services Administration	Policy Number: 2018-DDS-POL2
Date of Approval by the Director:	Number of Pages: 4
	Expiration Date, if any: N/A
NEW REQUIREMENTS	
Cross References, Related Policies and Procedures, and Related Documents: Regulations Implementing the Home and Community-Based Services Waiver for Individuals with Intellectual and Developmental Disabilities (Title 29 DCMR); DDA Implementation of Sanctions Policy and Procedure; DDA Provider Training Policy and Procedure; RSA Human Care Agreements.	

1. PURPOSE

This purpose of this policy is to establish specialized standards and guidelines by which the Department on Disability Services (“DDS”) will mandate and evaluate on-going competency and value-based training requirements for all Employment Support Professionals working for Developmental Disability Administration (“DDA”) and all Rehabilitation Services Administration (“RSA”) providers of employment services.

2. APPLICABILITY

This policy applies to all DDA and RSA providers, subcontractors, and other vendors which provide services and supports to people with intellectual and developmental disabilities, and does so in addition to existing requirements in the DDA Provider Training Policy and Procedure and RSA Human Care Agreements (“HCAs”).

3. AUTHORITY

The authority for this policy is established in DDS as set forth in D.C. Law 16-264, the “Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*); and D.C. Law 2-137, the “Citizens





with Intellectual Disabilities Constitutional Rights and Dignity Act of 1978,” effective March 3, 1979 (D.C. Official Code § 7-1301.01 *et seq.*).

4. DEFINITIONS

ACRE Certificate: The Association of Community Rehabilitation Educators (ACRE) offers certificates of completion for competency based training at two levels of employment services certification: the Basic Employment Services Certificate (BEC), which requires a minimum of 40 hours of training, and the Professional Employment Services Certificate (40 additional hours of training, plus a minimum of one year of experience in the field). These courses incorporate a competency focus, with participants completing applied field assignments that include activities with people with disabilities and with businesses in the community. The ACRE Certificate is also known as a National Certificate of Achievement in Employment Services.

CESP Certification: The Certified Employment Support Professional (CESP) credential recognizes individuals who have demonstrated a sufficient level of knowledge and skill to provide integrated employment support services to a variety of client populations. Individuals who earn the CESP credential have demonstrated knowledge of the facilitation and advocacy skills necessary to help establish and expand equitable employment opportunities for individuals with disabilities. CESP’s also raise awareness of benefits within the business community, and promote social change that fosters an independent, productive lifestyle for individuals with disabilities.

Employment Support Professional: DDA and RSA provider staff working in the field of vocational services for people with disabilities, including those who work directly with people with disabilities, such as direct support professionals, job coaches, employment specialists and job developers; and their supervisors.

5. POLICY

It is the policy of DDS, in furtherance of the principle of Employment First, to ensure that all people who receive employment-related supports and services through DDA and RSA receive them from provider leaders and staff who have completed competency-based training in rehabilitation employment principles and practices, including customized employment.



6. RESPONSIBILITY

The responsibility for this policy is vested in the DDS Director. Implementation for this policy is the responsibility of the DDS Deputy Directors for DDA and RSA.

7. STANDARDS

The following are standards by which DDS will evaluate compliance with this policy:

- A. For DDA providers of Employment Readiness, Supported Employment and Small Group Supported Employment services and Human Care Agreement Employment Providers for RSA, all Employment Support Professionals shall complete a professional development course which:
 - 1. Meets the requirements for an ACRE Basic Employment Certificate (“BEC”); or
 - 2. Meets the requirements for an ACRE Professional Employment Services Certificate; or
 - 3. Meets the requirements for CESP Certification; or
 - 4. Is comparable to ACRE BEC or CESP training. Specifically, the competency-based course must include 40 hours of competency based training in the following:
 - a. Application of Core Values and Principles to Practice or Federal Policy and Historical Perspective (four hours required);
 - b. Individualized Assessment and Employment/ Career Planning or Customer Profile and Employment Selection; (six hours required);
 - c. Community Research and Job Development or Organizational Marketing and Job Development (five hours required);
 - d. Workplace and Related Supports or Job-Site Training (ten hours required); and
 - e. Other trainings such as Specific Disabilities, Long Term Support, Funding, Benefits Counseling, etc.(ten hours required).
- B. This requirement must be completed:
 - 1. For RSA employment providers, within one year of the execution of their most recent Human Care Agreement requiring this training;
 - 2. For DDA providers in existence prior to the effective date of this policy, by November 20, 2018; and
 - 3. For new DDA providers, prior to delivering employment services.
- C. Providers are responsible for maintaining and, as required, producing or transferring



staff training records.

- D. The training requirements detailed in this policy are in addition to any other training requirements described in DDS policy, regulations, and/ or Human Care Agreements.
- E. DDS may sanction providers who do not comply with the requirements of this policy.

Andrew P. Reese, Director

Date