

Introduction

The Developmental Disabilities Services Division (DDSD) has been working to create a comprehensive training system for DDSD and provider agency staff. This quarterly training schedule is published to provide you with a comprehensive list of approved courses and conferences which meet the requirements for DDSD mandated training.

How To Use This Guide

The classes and other offerings are grouped by subject area. An index is included to assist you in locating a specific course by name. Following the index is the corresponding phone numbers of the training facilities to call to enroll. The following table will assist you in reading the schedule:

Course and Description – The name of the course and a brief description of the content.	Audience – Who the course has been specifically designed for, including a designation of those courses mandated by specific job title.	Taught By – Which training facility teaches the course. NOTE: This will also be the facility you contact for enrollment	# of Hours – The number of approved credit hours for the class	Date and Location – The date and city of when the course is offered
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The list of the training facilities and their phone numbers to call to enroll is located behind the index page.

Availability of Training

DDSD works to ensure the availability of all courses. Three factors are taken into account - location, time of day, day of the week.

1. Location - DDSD attempts to schedule classes within a 60 mile driving radius for all participants. This allows participants to return home, avoiding overnight stays.

Some courses, because of extraordinary equipment and practice requirements, are difficult to take “on-the-road.” DDSD is committed to an ongoing review of these requirements in an effort to improve location availability.

2. Time of Day - A majority of courses are offered during the day (typical business hours) but several are offered at night and some on weekends.
3. Day of the Week - The majority of courses are offered Monday through Friday. A few courses are offered on weekends when requested.

If you have a need for a course to be provided at a different location, at a different time of day, or on a different day of the week, notify the appropriate training facility for that course. If unable to accommodate your request, this information will be provided by the training facility to the DDS Director of Training as a method of identifying problems and to assist in ongoing planning efforts.

Cost

DDS training courses are generally offered free of charge. On rare occasions, a unique course is offered as a courtesy and a small fee to cover the purchase costs for course manuals may be required. If a fee is required, this will be reflected in the quarterly schedule where the course and description are listed. DDS sponsored conferences may require a registration fee. The registration fee will also be reflected in the quarterly schedule.

Mandated Training

The Developmental Disabilities Services Division has established specific mandated training requirements for DDS staff and staff of contract provider agencies. These requirements follow:

Foundation Training/Effective Teaching Course - Basic courses required for all DDS staff and provider agency staff.

Job-Specific Training - Specific course requirements based upon the job classification of the staff.

Specialized Training - Specific course requirements based upon the assessed needs of consumer in the areas of health/physical assistance and/or behavioral support.

Individual-Specific Training - An inservice training session by an appropriate professional or other person, specific to the unique needs of a particular consumer.

If you have general questions or suggestions about the schedule, please call Michaela Bishop at (405) 521-6264. For enrollment information, contact the facility at the telephone number listed on page vi.