

# Administrative Notice

## Training Requirements for Providers of AAW Career Planning and Supported Employment Services

**BAS Communication Number: BAW17-06**

**AUDIENCE:** Providers of Career Planning (Vocational Assessment and Job Finding) and Supported Employment (Intensive Job Coaching and Extended Employment Supports)

**PURPOSE:** To announce new training requirements and timelines for providers of AAW Career Planning and Supported Employment services, in order to remain qualified

### **DISCUSSION:**

**All Adult Autism Waiver (AAW) Employment/Vocational providers/direct service workers** need to watch the six-module *AAW Employment/Vocational Services* training and pass the quiz. A certificate will be issued once the course is completed.

👉 **TIMELINE FOR COMPLETION:** Within 90 days of the date of this Administrative Notice

**There is an additional requirement for Career Planning Vocational Assessment providers.** After completing the 6-module training and receiving a certificate, Vocational Assessment providers/direct service workers are expected to **submit the first Vocational Profile developed**, for review by the Bureau of Autism Services.

- The option to submit a Vocational Assessment will become available only after the 6-module course has been completed. Instructions to submit a Vocational Profile are posted within the course.
- Once mastery is met on the Vocational Assessment, an additional certificate will be issued.

👉 **TIMELINE FOR COMPLETION:** As noted above, the first time that a Vocational Assessment is conducted after the training is completed, it must be submitted for review.

**IMPORTANT:** Certificate(s) must be maintained by the provider within the individual direct service worker's training records. During annual monitoring, BAS will require verification that all the necessary training requirements have been met.

To access the course on the MyODP Training & Resource Center, use this link:  
[www.myodp.org/course/index.php?categoryid=200](http://www.myodp.org/course/index.php?categoryid=200)

**NOTE:** If you have not already done so, you will need to create an account on MyODP and set up a profile as an AAW Employment Provider, prior to beginning the course. Do not view this course as a *Guest*. Guests cannot access the required quiz or receive a certificate for course completion.

Any questions regarding this Administrative Notice can be sent to [ra-BASTrainings@pa.gov](mailto:ra-BASTrainings@pa.gov). Please add "Employment services training requirements" in the subject line.