

## Attachment E – CRP Staff Training Requirements

### A. CRP Staff Training

Employees hired on or after January 1, 2016 will complete 14 hours of approved classroom training plus an additional six hours of supervised practical training within the first twelve months of their date of hire. All employees will complete a minimum of four hours of approved classroom training each calendar year. Classroom training can include instruction delivered in-person in a classroom setting OR delivered electronically.

### B. Approved Training Sources

1. Maryville University in St. Louis, MO is currently accredited by the Council on Rehabilitation Education (CORE). CRP staff may participate in training provided by Maryville University to meet this requirement or if a CRP would like the opportunity to continue to provide, or develop internal staff training, an arrangement is in place wherein Maryville University will review and approve internally developed curriculum at no cost to the CRP.
  - a. For those CRPs wishing to provide internally developed training, the *Training Curriculum Review Rubric* (available on the VR website - <http://dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation/providers>) must be completed and submitted for approval.
  - b. Once approved, internally developed training curriculum can be provided for up to three years from the date of approval before needing to be re-submitted for review.
  - c. Correspondence indicating that the training curriculum has been approved must be maintained by the Human Resource Manager (or equivalent).
2. The Association of Community Rehabilitation Educators (ACRE) approved training is an approved source of training. Any training that has been approved by ACRE will qualify. The cost associated with accessing ACRE approved training is the responsibility of the CRP. To locate ACRE training please use the following link- <http://acreducators.org/find-training-providers>

3. College of Employment Services is a web-based series of training courses designed for professionals who support people with disabilities in their pursuit of employment. This approved training option is available at no cost to the CRP.
  - a. If a CRP wishes to utilize this option then once a new staff person is hired, the CRP will need to contact Missouri Vocational Rehabilitation's Director of Community Rehabilitation Programs and provide the newly hired individual's name, email address, and a request for either track A or track B to be assigned depending on the new staff person's primary responsibilities. Once the request is received by VR, the new staff person will be contacted with instructions on how to access the assigned courses and will have 12 months to complete them.
    - **Track A:**
      - Foundations of Employment Services (4 hours)
      - Strategies for Job Development Part 1 (4 hours)
      - Strategies for Job Development Part 2 (4 hours)
      - Networking (2 hours)
    - **Track B:**
      - Foundations of Employment Services (4 hours)
      - Performance Coaching and Support Part 1 (5 hours)
      - Performance Coaching and Support Part 2 (5 hours)
4. If a CRP is an approved IPS provider then the associated training required to participate in IPS will also serve to meet the requirements outlined in this section. For more information on IPS please visit - <http://www.dartmouthips.org/>
5. Any training opportunity that has been reviewed and approved by the Commission on Rehabilitation Counselor Certification (CRCC) will contribute toward the requirements outlined in this section. CRCC approved training sessions may or may not have an associated cost. The cost (if any) associated with CRCC approved training will be the responsibility of the CRP.
6. For employees that have been employed one year or longer the CRP may select from the training sources listed above, as well as, from training sources that have been approved for continuing education units from an established professional organization in the field of counseling, rehabilitation counseling, and/or social work (e.g. NASW, NBCC, etc.).

**C. Documentation and Monitoring**

1. While each CRP may choose to develop their own documentation practices around the practical training experience, the *Practical Activity Training Log* (available on the VR website - <http://dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation/providers>) can be used as-is or modified to meet the needs of each CRP.
2. For those organizations accredited by CARF, CARF has agreed to develop a Missouri-specific memo alerting surveyors to the CRP staff training requirements outlined in the agreement. CARF surveyors will incorporate a review of staff training records into the traditional CARF survey process.