



DEPARTMENT OF HEALTH

Wes Moore, Governor · Aruna Miller, Lt. Governor · Laura Herrera Scott, M.D., M.P.H., Secretary

To: All DDA Providers

From: Bernard Simons
Deputy Secretary
Developmental Disabilities Administration (DDA)

Date: 5/9/2023

RE: Funding Reimbursement for DDA Approved Employment Training

The Developmental Disabilities Administration is committed to enhancing community employment options for persons with developmental disabilities. A key component of our efforts is ensuring qualified employment service providers have the skills, knowledge and tools they need to support people with developmental disabilities to achieve competitive integrated employment opportunities in their local communities.

To this end, the reimbursement, effective July 1, 2018, to employment service providers for DDA approved employment training and certification exams will continue to be paid until otherwise communicated by the DDA.

To receive reimbursement, providers will need to invoice DDA with the following information and submit to your regional directors:

- Name and title of the employee
- Name of the provider organization
- Date(s) and location of the training
- Name of the training and training provider
- Supporting documentation that the employee has completed the course successfully
- For reimbursement of fees for the Certified Employment Support Professional (CESP) exam through the Association of People Supporting Employment First (APSE), provide supporting documentation that the employee has passed the exam
- Training fees

For DDA-approved training and certification, see the chart below. For questions regarding this memo, please email Kasey Venn, Statewide Coordinator of Employment, at kasey.venn@maryland.gov.

Service Names	Training Requirements	Competency Test Required
<ul style="list-style-type: none"> ● Discovery (3 milestones) ● Job Development ● Self-Employment Supports 	<ul style="list-style-type: none"> ● Basic DDA Required trainings (per COMAR) ● Completion of an Association of Community Rehabilitation Educators (ACRE) Certified Customized Employment Gateway Training www.acreducators.org 	<p>AND/OR Must become Certified by completing and passing the <u>Certified Employment Support Professional (CESP)</u> exam through the Association of People Supporting Employment First (APSE). Must maintain active CESP certification.</p>
<p>* Association of Community Rehabilitation Educators (ACRE) Certified Customized Employment Gateway Trainings www.acreducators.org</p> <p>Below is a list of examples of entities that have ACRE certified trainings available.</p>		
Griffin-Hammis Associates	www.griffinhammis.com	
Marc Gold and Associates	www.marcgold.com	
Direct Care Online- College of Employment	www.directcourseonline.com/employment-services	
Virginia Commonwealth University	www.worksupport.com/training/webcourses/se.cfm	