

REQUEST FOR CLARIFICATION/INTERPRETATION

TO:	Name and Title: Jannis Conselyea	FROM:	Name and Title: Holli Parrow, HR Director
	Organizational Unit: DDP Bureau Chief at Central Office		Organizational Unit: BSW Inc.
	Address: jconselyea@mt.gov		Address: hparrow@bswinc.org

1. TYPE OF REQUEST: Follow-up to Verbal Request - Date of Verbal Request: Written Request

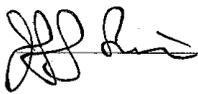
2. STATEMENT OF QUESTION OR ISSUE:

As the provider College of Direct Support Administrator, I am requesting assistance regarding CDS and annual requirements. In regards to current employees (those individuals who have self assigned and/or completed all of the modules) but still have to meet the annual requirements of 20 credits per year. What happens when the employee has either went ahead and completed all modules (Tiers) by working ahead, or have worked enough years to have completed all tiers. Thank you.

References:

3. ANSWER: Once an employee has completed all the modules and lessons in the College of Direct Support they will need to monitor the curriculum for new lessons which may be added each year. If new lessons are available they can enroll and use the time to count towards the requirement of twenty hours of coursework per year. If the College of Direct Supports has nothing to offer that the employee has not already completed, they may enroll in on-line course work or attend educational workshops related to their work and professional development. Course work and workshops must be signed off and approved by the agency training representative.

References

Approved and Issued by:  (Program Director)
Date: 5-10-12

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