

**DIRECT
SUPPORT
EMPLOYMENT
SPECIALIST**

**Registered
Apprenticeship**



Iowa Vocational Rehabilitation Services

For more information about this registered apprenticeship developed under the Iowa Vocational Rehabilitation Service's Iowa Blueprint for Change Disability Innovation Fund Grant, Contact Sandy Ostendorf, Project Manager at 515-371-3218.

TABLE OF CONTENTS

DIRECT SUPPORT EMPLOYMENT SPECIALIST REGISTERED APPRENTICESHIP	3
Welcome! _____	3
Section I: STANDARDS _____	4
Section II: IVRS RESPONSIBILITIES _____	6
Section III: CRP RESPONSIBILITIES _____	8
Section IV: WORK PROCESS SCHEDULE _____	10
Section V: TRAINING OUTLINE _____	14
DIRECT SUPPORT EMPLOYMENT SPECIALIST REGISTERED APPRENTICE	25
Congratulations on your achievement! _____	25

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DIRECT SUPPORT EMPLOYMENT SPECIALIST REGISTERED APPRENTICESHIP

Welcome!

Welcome to the Iowa Vocational Rehabilitation Services Direct Support Professional Registered Apprenticeship Program.

We are excited to have you join this meaningful journey. As a Direct Support Professional apprentice, you are stepping into a role that makes a real difference in the lives of individuals with disabilities across Iowa. This guide will walk you through what to expect, what you will learn, and how you can grow throughout your apprenticeship experience.

You are joining a community of professionals who value compassion, respect, and empowerment. Throughout your training, you will develop the skills needed to support people in building independence, achieving personal goals, and participating fully in their communities. You will also gain hands-on experience, mentorship, and the foundation needed for a fulfilling and impactful career.

Thank you for choosing to invest your time and talents in this work. We are glad you're here and look forward to supporting you every step of the way. If questions come up, please reach out—we're here to help you succeed.

Welcome aboard, and congratulations on taking this important first step.

Sandy Ostendorf,
Project Manager
Iowa Blueprint for Change

SECTION I: STANDARDS

Minimum Qualifications

An apprentice must be at least 18 years of age to participate in the Iowa Blueprint for Change Direct Support Employment Specialists Registered Apprenticeship.

Apprenticeship Approach

This apprenticeship program utilizes a competency-based focused on apprentices demonstrating the skills, knowledge, and abilities needed to perform their job effectively. Progress is measured by mastery of clearly defined competencies, allowing individuals to advance at their own pace. This approach ensures training is practical, flexible, and directly aligned with real workplace expectations.

Work Process Schedule and Related Instruction

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices *will not* be paid for hours spent attending related instruction classes.

Credit for Previous Experience

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. Iowa Vocational Rehabilitation Service (IVRS) will evaluate the request for credit and make a determination during the apprentice's probationary period.

Probationary Period

Every applicant selected for apprenticeship will serve a probationary period which may not exceed 25 percent of the length of the program or one year, whichever is shorter.

Ratio of Apprentices to Journeyworkers:

The apprentice to journeyworker ratio for this apprenticeship program is 3 Apprentice to 1 Journeyworker.

Rotation of Apprentices to Journeyworkers

Apprentices will be paid a progressively increasing wage based on the following schedule:

Period	% of Journeyworker wage	Competencies	Wage (hourly)	Description
Starting Wage	88%	0	\$15.00	Begin learning competencies and start related instruction
1 st	94%	13	\$16.00	Successfully completion of 13 competencies with little or no supervision required and satisfactory completion of all related instruction at time of increase.
End Wage	100%	26	\$17.00	Successful completion of all competencies with no supervision required and satisfactory completion of all related instruction.

Required Documentation

The following documents are required to participate in the apprenticeship:

- Signed Apprenticeship Agreement (ETA Form 671)
- W-4 Employee's Withholding Certificate
- I-9 Employment Eligibility Verification

Equal Opportunity Pledge

Iowa Vocational Rehabilitation Services (IVRS) will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

Iowa Vocational Rehabilitation Services (IVRS) will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

SECTION II: IVRS RESPONSIBILITIES

IVRS will conduct, operate and administer this program in accordance with applicable provisions of Title 29 Code of Federal Regulation (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship. Listed below are the requirements of IVRS.

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these Standards and the document “Requirements for Apprenticeship Sponsors,” and that meets the requirements of 29 CFR § 29.7. Form ETA 671 may be used for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship Standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices’ progress in skills and technical knowledge and maintain appropriate progress records.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Provide each apprentice with a copy of these Standards, Requirements for Apprenticeship Sponsors Reference Guide, Appendix A, and any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these Standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices with a copy of the updated Standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.

- Adhere to Federal, State, and Local Law Requirements -- The Office of Apprenticeship's registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.
- The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the Office of Apprenticeship under 29 CFR § 29.8.

SECTION III: CRP RESPONSIBILITIES

The Community Rehabilitation Program training site/ plays a central role in delivering the on-the-job portion of the apprenticeship. Following are the responsibilities of the employer:

1. Provide a Safe and Structured Work Environment

The training site must maintain a workplace that meets all applicable safety and health regulations. It must be organized to allow for structured on-the-job training, with clear work processes and supervision.

2. Deliver On-The-Job Training

The site is responsible for providing the apprentices with the hands-on experience required under the program's standards. This includes:

- Assigning apprentices to tasks that align with the work process schedule.
- Ensuring apprentices complete the on-the-job learning.
- Integrating on-the-job learning with classroom instruction to meet program goals.

3. Supervision and Mentorship

The training site must assign experienced supervisors or mentors to guide apprentices, provide feedback, and ensure they meet competency requirements. Mentorship is a key component of Registered Apprenticeship success.

4. Maintain Program Standards

The site must follow the program standards as outlined in the Work Process Schedule

5. Support Apprentices' Onboarding and Progress

The Employer must provide the following documents to IVRS to support the onboarding and training progress of the apprentice, ensure they meet milestones, and provide opportunities for skill development.

- Signed Employer Acceptance Agreement Form
- Signed Apprenticeship Agreement Form (ETA Form 671)
- Documentation of apprentice selection and employment i.e. employment application, resume, offer letter or other employment agreement
- Wage progression records, including starting wage and subsequent increases
- On-the-Job Learning (OJL) records documenting hours and/or competencies attained

- Related Technical Instruction (RTI) records, including enrollment, attendance, grades, transcripts, certificates, or other documentation demonstrating successful progress
- Documentation of apprentice status changes, including suspensions, transfers, cancellations, or completions
- Equal Employment Opportunity (EEO) and complaint records, if applicable
- Documentation demonstrating the apprentice was employed as a W-2 employee during participation in the program
- Safety training documentation
- Documentation supporting any credit granted for prior Related Instruction (RTI) and/or On-the-Job Learning (OJL), including transcripts, certifications, licenses, work history, competency assessments, or other supporting records
- W-4 and other onboarding documentation
- Performance evaluations
- Mentor assignment records
- Copies of industry credentials, certifications, licenses, or certificates earned
- Attendance records
- Correspondence related to corrective actions, or accommodations

The CRP must also support apprentices in meeting wage progression requirements.

6. Comply with Federal and State Requirements

The CRP must comply with the National Apprenticeship Act and any state apprenticeship agency rules. This includes maintaining records, cooperating with registration agency reviews, and adhering to program performance standards.

7. Facilitate Credentialing

The training site contributes to the apprenticeship's completion by ensuring apprentices meet the on-job requirements before they can earn the nationally recognized credential.

In short, the training site is not just a place of work—it is the primary delivery mechanism for the apprenticeship's core training, safety, and compliance obligations, working alongside the apprenticeship sponsor to meet national quality standards.

SECTION IV: WORK PROCESS SCHEDULE

Direct Support Employment Specialist (Direct Support Specialist)

Job Description: Assist other social and human service providers in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care.

RAPIDS Code: 1040

O*NET Code: 21-1093.00

Estimated Program Length: 1 Year

Apprenticeship Type: Competency-Based

Following is the list of competencies apprentices must complete to successfully compete this apprenticeship program. Upon completion of each competency, the Journeyworker, or their designee, documents completion in the apprentice's file on the IVRS SharePoint site.

Competencies	Demonstrated Fundamental	Proficient in Task	Completed	Date & Initials
Assist in determining individuals' health: Assess individual's cognitive abilities, and physical and emotional needs to determine appropriate interventions.				
Conduct assessments to determine general physical condition: Assess individuals' cognitive abilities and physical and emotional needs to determine appropriate interventions.				

Assist in the development or implementation of individual plans: • Develop and/or implement behavioral management and care plans for individuals.				
Teach life skills or strategies to individuals' or their families: • Assist clients regarding food stamps, childcare, food, money management, sanitation, or housekeeping. • Provide information to groups on consequences regarding antisocial acts.				
Write reports or evaluations and maintain service program records: • Keep records or prepare reports for visits with individuals. • Submit reports and review reports or problems with superior.				
Visit individuals in their homes to provide support or information: • Visit individuals in homes or attend group meetings to provide information on agency services, requirements, or procedures.				

Refer individuals' to needed services or resources: Assist in resource sharing for clients.				
Interview individuals to gather information about their backgrounds, needs, or progress: Interview individuals or family members to compile information on social, educational, criminal, institutional, or drug history.				
Present social services program information to the public: Provide information or refer individuals to public or private agencies or community services for assistance.				
Refer individuals to community or social service programs: Provide information or refer individuals to public or private agencies or community services for assistance.				
Collaborate with other professionals to assess individual needs or accommodation: Consult with supervisor concerning programs for individual families.				

Demonstrate activity techniques or equipment use: • Demonstrate use and care of equipment for tenant use.				
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SECTION V: TRAINING OUTLINE

This related classroom instruction outline describes the formal learning apprentices will complete to support and reinforce their on-the-job training. It provides a structured curriculum of technical knowledge, safety principles, and industry best practices essential for mastering the occupation of Direct Support Employment Specialist. Classroom instruction ensures apprentices gain the theoretical foundation needed to apply skills effectively and progress confidently toward journeyworker status.

Supporting documentation must be presented to IVRS showing successful completion of each of the courses outlined below.

Class & Summary	Hours	Related Instruction Provider Details
To sign up for the ACRE trainings in the next section, open the APSE website , click on the <i>Events and Training</i> button, and register for each training using the <i>Register Now!</i> links in the <i>Upcoming Events</i> section. Registration for ACRE training must be approved by your CRP employer.		
ACRE Training - Job Development • Business Principles Applied to Job Development • Building Networks and Accessing Decision Makers • Communicating with Employers • Identifying Employer Needs and Carving Positions for Job Seekers • Handling Employer Objections	16	Type of instruction provider: Iowa Association of People Supporting Employment First (APSE1) Instruction method: Classroom Website: https://iowaapse.org/community-employment-training-series/ Address: 2309 Euclid Avenue, Des Moines, IA 50310 Contact Person: Judy Warth Phone number: 319-936-8290 Email Address: judy.warth@uiowa.edu
ACRE Training - Job Development Field Training (must be classroom tied): Application Field Assignment	10	Type of instruction provider: Iowa Association of People Supporting Employment First (APSE1) Instruction method: Classroom Website: https://iowaapse.org/community-employment-training-series/ Address: 2309 Euclid Avenue, Des Moines, IA 50310 Contact Person: Judy Warth Phone number: 319-936-8290 Email Address: judy.warth@uiowa.edu

ACRE Training - Job Coaching • Natural Supports and Workplace Culture • Systematic Instruction Supports • Self-Management Supports • Social Skills Support • Positive Behavior Support	16	Type of instruction provider: Iowa Association of People Supporting Employment First (APSE1) Instruction method: Classroom Website: https://iowaapse.org/community-employment-training-series/ Address: 2309 Euclid Avenue, Des Moines, IA 50310 Contact Person: Judy Warth Phone number: 319-936-8290 Email Address: judy.warth@uiowa.edu
ACRE Training -Job Coaching Field Training (must be classroom tied): Application Field Assignment	10	Type of instruction provider: Iowa Association of People Supporting Employment First (APSE1) Instruction method: Classroom Website: https://iowaapse.org/community-employment-training-series/ Address: 2309 Euclid Avenue, Des Moines, IA 50310 Contact Person: Judy Warth Phone number: 319-936-8290 Email Address: judy.warth@uiowa.edu
For the next course, the apprentice will need to set up an account with Iowa Health and Human Services. 1. Start by using the registration URL to create and create a Workday account. 2. Follow this link to learn how to create, connect and unlock a Workday account. 3. After registering, use this URL to log in. 4. If you have additional questions, view HHS's Mandatory Reporter Help Guide.		
Mandatory Reporter Training: Every mandatory reporter in Iowa is required to complete the core child and/or dependent adult abuse mandatory reporter training, as provided by HHS, within 6 months of initial employment or self-employment and every three years thereafter.	2	Type of instruction provider: Iowa Health & Human Services Instruction method: Online Website: Mandatory Reporters Health & Human Services Address: 1305 E Walnut Street, Des Moines, IA 50319 Phone number: 800-972-2017

For the next course, the apprentice will need to set up an account in Trualta at this link: https://ltss-iowa-trualta.com/. After creating an account and signing in, click on the Learning link at the top of the page. In the Search bar, enter <i>Home and Community-Based Services</i>. To meet the requirements below, enroll in and complete: • Introduction to HCBS Toolkit • HCBS Served & Supported Rights		
Home and Community-Based Services (HCBS) Training: • Provide an overview of the history and philosophy of HCBS. Provide an overview of HCBS • Settings Final Rule and key concepts of the rule. • Introduce Statewide Transition Plans (STP) and Iowa's STP journey. • Explore the important and unique role of case managers in ensuring HCBS members experience a fully integrated life, have opportunities to make informed choices about their lives, and are afforded rights and freedoms. • Identify case managers' responsibilities in ongoing monitoring of members' experiences in HCBS settings.	4	Type of instruction provider: Iowa Health & Human Services Instruction method: Online Website: https://hhs.iowa.gov/report-abuse-fraud/mandatory-reporters Address: 1305 E Walnut Street, Des Moines, IA 50319 Phone number: 800-972-2017
Contact Sandy Ostendorf at 515-371-3218 when the apprentice is ready to schedule the courses listed in the next section.		
Iowa Vocational Rehabilitation Programs: Review core programs and services available to clients through IVRS.	4	Type of instruction provider: Iowa Vocational Rehabilitation Services (IVRS) Instruction method: Classroom - Instructor Led Instructor: Carlos Vela, CRP Workforce Program Coordinator Website: https://workforce.iowa.gov/vr Address: 1000 East Grand Avenue, Des Moines, IA 50319 Phone number: 515-357-7026
Iowa Vocational Rehabilitation Services: Manual for Menu of Services	1	Type of instruction provider: Iowa Vocational Rehabilitation Services (IVRS) Instruction method: Classroom - Instructor Led Instructor: Carlos Vela, CRP Workforce Program Coordinator Website: https://workforce.iowa.gov/vr Address: 1000 East Grand Avenue, Des Moines, IA 50319 Phone number: 515-357-7026

Case Management with VR Job Shadowing	2	Type of instruction provider: Iowa Vocational Rehabilitation Services (IVRS) Instruction method: Classroom - Instructor Led Instructor: Carlos Vela, CRP Workforce Program Coordinator Website: https://workforce.iowa.gov/vr Address: 1000 East Grand Avenue, Des Moines, IA 50319 Phone number: 515-357-7026
Intro to Benefits Planning to assist Social Security Disability Insurance (SSDI) beneficiaries understand their benefits and the use of work incentives.	1	Type of instruction provider: Iowa Vocational Rehabilitation Services (IVRS) Instruction method: Classroom - Instructor Led Instructor: Angela Young, CPWIC Website: https://workforce.iowa.gov/vr Address: 1000 East Grand Avenue, Des Moines, IA 50319 Phone number: 712-389-8650
Intro to Benefits Planning to assist Supplemental Security Income (SSI) recipients understand about their disability benefits and the use of work incentives.	1	Type of instruction provider: Iowa Vocational Rehabilitation Services (IVRS) Instruction method: Classroom - Instructor Led Instructor: Angela Young, CPWIC Website: https://workforce.iowa.gov/vr Address: 1000 East Grand Avenue, Des Moines, IA 50319 Phone number: 712-389-8650
Intro to Motivational Interviewing: Learn how to use this client-centered, evidence-based approach to help individuals resolve ambivalence and find internal motivation to change behaviors.	2	Type of instruction provider: Iowa Vocational Rehabilitation Services (IVRS) Instruction method: Virtual Classroom - Instructor Led Instructor: Justin Clark, Training Specialist Website: https://workforce.iowa.gov/vr Address: 1000 East Grand Avenue, Des Moines, IA 50319 Phone number: 712-389-8650

The apprentice can choose to take the following course in person or online in one of the following formats:

- In-person: 8-hour certification training OR
- Online: 2-hour self-study course plus 6-hour virtual instructor-led certification training.
Note: participants will receive access to the self-study course two weeks before the virtual training.

Sign up for the upcoming event of your choice at [Mental Health First Aid | Iowa State University Extension and Outreach Health and Human Sciences](#)

Iowa State University Extension Office Mental Health First Aid	8	Type of instruction provider: Certified Instructor Instruction method: Hybrid (Online and/or in person) Website: Mental Health First Aid Iowa State University Extension and Outreach Health and Human Sciences
For the next course, the apprentice signs up for the Adult First Aid/CPR/AED class on the American Red Cross website . Use the Find a Class search to find a class in your area or online, depending on the instruction method you choose.		
Basic First Aid: At the American Red Cross, our mission is to help people prepare for and respond to emergencies. CPR: Train how to respond to and prepare for emergencies. Training will help you to be able to aid when someone is faced with a cardiac or breathing emergency.	2	Type of instruction provider: American Red Cross Instruction method: Online / Blended Learning Website: https://www.redcross.org/take-a-class/cpr/cpr-training/cpr-certification
The next set of courses are taken using IVRS' learning management system, YesLMS. The apprentice will be set up in YesLMS and provided a link to log in. Each course will be assigned to the apprentice by IVRS. Follow-up meetings will be scheduled with the apprentice to discuss the course content, answer questions and assess for understanding. Following the meeting, the apprentice will be awarded a certificate demonstration completion of the course.		
A System Approach to Serving Individuals with Significant Disabilities	1	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Ethics and Confidentiality	2	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov

Thinking Ethically: Avoiding Common Pitfalls	1.5	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
PT1: Traumatic Brain Injury (TBI) Training TBI: Signs, Symptoms and Diagnosis	3	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.sstendorf@iwd.iowa.gov
PT2: Traumatic Brain Injury (TBI) Training TBI: Changes in Physical Functioning	4	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
PT3: Traumatic Brain Injury (TBI) Training TBI: Cognitive Effects	4	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
PT4: Traumatic Brain Injury (TBI) Training TBI: Emotional and Behavioral Effects	4	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov

Trauma Informed Care	1.5	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Developing Emotional Intelligence	2	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Overcoming Unconscious Bias	1	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Learning from Disability Specialist in the Corp. World	2	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Negotiation Skills for Employer Engagement	2	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Disability Language and Etiquette	1.5	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/

		Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Universal Design, AT	2	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Working with Ex-Offenders Improving Employment Outcomes	1.5	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Autism Spectrum Disorder and Employment	3	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Supporting the VR Process	3	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Time Management	3	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov

WIA, HCBS	4	Type of instruction provider: YESLMS Instruction method: Online - Learning Management System Website: https://www.yeslms.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
The next set of courses are completed using the Alison website . IVRS will set up the apprentice for the IVRS Direct Support Employment Specialist Learning Path. The apprentice will receive an email invitation that can be used to complete the following courses.		
Disability Inclusion in the Workplace: https://alison.com/course/disability-inclusion-in-the-workplace	3	Type of instruction provider: Alison Instruction method: Online--Learning Management System Website: https://alison.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Supporting Individuals with Intellectual Disabilities and Mental Illness: https://alison.com/courses?query=disability%20employment	3	Type of instruction provider: Alison Instruction method: Online--Learning Management System Website: https://alison.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Basics of Employability: https://alison.com/course/fundamentals-of-employability	5	Type of instruction provider: Alison Instruction method: Online--Learning Management System Website: https://alison.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Bloodborne Pathogens: https://alison.com/course/bloodborne-pathogens-bbp	3	Type of instruction provider: Alison Instruction method: Online--Learning Management System Website: https://alison.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov

Intro to Epilepsy Awareness: https://alison.com/course/introduction-to-epilepsy-awareness	3	Type of instruction provider: Alison Instruction method: Online--Learning Management System Website: https://alison.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Understanding Augmentative Alternative Communication: https://alison.com/course/understanding-augmentative-alternative-communication	3	Type of instruction provider: Alison Instruction method: Online--Learning Management System Website: https://alison.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Thriving in Adversity - Resilience Techniques for Career Success: https://alison.com/course/thriving-in-adversity-resilience-techniques-for-career-success	3	Type of instruction provider: Alison Instruction method: Online--Learning Management System Website: https://alison.com/ Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
The following set of courses are available through the UT San Antonio Department of Psychiatry and Behavioral Sciences in collaboration with the Texas Health and Human Services Commission. The course content can be accessed at Modules for Direct Service Workers - MHW-IDD. Click on the <i>Learn More</i> button under DSW Module 1. On the next screen, click on the <i>Login/Enroll</i> button. Under the <i>Is this your first time here?</i> section on the next screen, click the <i>Create new account</i> button. Fill in the required fields and follow the prompts to create your account. Once your account is set up, enroll in and complete DSW Module 1. Click on the DSW Modules link at the top of the page at any time to enroll in the other modules. From the <i>Modules for Direct Service Workers</i> screen, follow the same prompts to sign up for the remaining modules. The following modules must be completed successfully to meet the requirements listed below: • DSW Module 1: Co-Occurring Disorders - Intellectual and Developmental Disabilities and Mental Illness • DSW Module 2: Trauma Informed Care for Individuals with IDD • DSW Module 3: Functional Behavioral Assessment and Behavior Support • DSW Module 4: Overview of Genetic Syndromes Associated with IDD • DSW Module 5: Overview of Medical Diagnoses Associated with IDD • DSW Module 6: Putting it All Together - Supports and Strategies for Direct Support Workers		
Mental Health Wellness for Individuals with Intellectual and Developmental Disabilities: These modules examine the mental health needs of individuals with IDD and what it means to have a co-occurring IDD and mental health condition. Mental health conditions are often overlooked in people with IDD. The	5	Type of instruction provider: Mental Health Wellness for Individuals with Intellectual and Developmental Disabilities (MHW-DD) Instruction method: eLearning Training Website: https://training.mhw-idd.uthscsa.edu/direct-service-workers/

effect of accurate diagnosis and positive supports to improve recovery outcomes are discussed.		Contact Person: Sandy Ostendorf, Interim Iowa Blueprint for Change Project Manager Phone number: 319-371-3218 Email Address: sandy.ostendorf@iwd.iowa.gov
Total Hours: 153		

Upon successful completion of the required **Work Process Schedule** and **Training Outline**, an *Application for Certification of Completion of Apprenticeship* form is completed and submitted to the Iowa Office of Apprenticeship by the IVRS Sponsor through the RAPIDS system. The form will be provided to the apprentice and CRP upon notification of completion of the required activities.

DIRECT SUPPORT EMPLOYMENT SPECIALIST REGISTERED APPRENTICE

Congratulations on your achievement!

You have successfully completed the Direct Support Employment Specialist Registered Apprenticeship and earned your Journeyworker status—a remarkable milestone that reflects your dedication, perseverance, and commitment to excellence. This accomplishment signifies not only your mastery of the skills essential to supporting individuals in achieving meaningful employment, but also your readiness to lead with compassion, professionalism, and purpose. As you move forward in your career, may you continue to make a positive and lasting impact in the lives of those you serve. Your hard work has brought you here, and your passion will take you even further.

Well done, and best wishes on the journey ahead!

Iowa Vocational Rehabilitation Services
A Division of Iowa Workforce Development



**Iowa Workforce
Development**

Vocational Rehabilitation Services