



REQUEST FOR SEMP STAFF TRAINING PERIOD EXTENSION

Supported Employment (SEMP) staff, supervisors and directors must participate in OPWDD's Innovations in Employment Supports Trainings as required in the SEMP regulations. Staff who are hired on or after July 1, 2015, to provide SEMP services must complete 24 hours of OPWDD's Innovations in Employment Supports Trainings within 12 months of being hired as a job coach, job developer, employment specialist, or a related employment or vocational rehabilitation job title. SEMP staff, supervisors, and directors must obtain at least six hours of continuing education in SEMP on an annual basis by participating in OPWDD's Innovations in Employment Supports Trainings. These records must be kept for six years from the date the service was provided in accordance with 18 NYCRR subdivision 504.3(a).

SEMP Agency:

SEMP Agency Requesting Extension: _____

SEMP Agency Provider Code: _____ DDRO: _____

SEMP Director Name: _____ SEMP Director E-mail: _____

Staff Information:

Last Name: _____ First Name: _____

Date Hired to Provide SEMP Services: _____ Staff Title: _____

Reason for staff training delay:

[Empty box for reason for staff training delay]

Plan to remediate staff training requirements:

[Empty box for plan to remediate staff training requirements]

Date staff training will be completed: _____

Submitted By (Name): _____

Phone Number: _____ Date: _____

Return Processed Request to (Name): _____ E-mail: _____

For OPWDD Central Office Only:

Date Request Received: _____

Approved (check one): Yes No Required training must be completed by: _____

Reason if not approved: _____

OPWDD Signature: _____ Date Processed: _____