



REQUEST FOR SEMP STAFF TRAINING PERIOD EXTENSION

If staff have not met the training requirement, please complete this form.

Refer to page 2 for additional guidance.

Supervisors must submit this form to employment.vocational.services@opwdd.ny.gov

Provider Agency:

Agency Requesting Extension: _____

Agency Provider Code: _____ DDRO: _____

Director Name: _____ Director E-mail: _____

Staff Information:

Last Name: _____ First Name: _____

Staff Title: _____ Date Hired to Provide Service(s): _____

Training Requirement not met: Initial Training Annual Continuing Education

Reason for staff training delay:

Plan to remediate staff training requirements:

Date staff training will be completed: _____

Submitted By (Name): _____

E-mail: _____ 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: _____



SEMP Staff Training Requirements

Staff providing SEMP services must participate in OPWDD's Innovations in Employment Supports Training including managers, supervisors, directors, and any other staff providing and billing for SEMP Services. Innovations in Employment Supports classes may be offered either in person or remotely. Staff providing SEMP services must complete 24 hours of OPWDD's Innovations in Employment Supports Training no later than December 31st two years after their date of hire or transfer to a SEMP service. The service provider must maintain documentation of all Innovations trainings that demonstrate the staff meets the training requirements.

Effective January 1, 2024, after completing the initial 24 hours of training, staff billing for SEMP services must obtain 6 hours of continuing education for each calendar year, beginning on each full calendar year (January 1 to December 31) thereafter. The service provider must maintain documentation that the annual continuing education requirements for each staff person are met. To meet this requirement, all Innovations Trainings completed by the individual staff are listed on their official transcript. If a SEMP staff person changes employment from one SEMP agency to another, the staff person's training records and credits follow them to the new agency.

Staff who were required to obtain 6 hours of continuing education prior to their anniversary date that occurs in 2023, and completed the training to meet this requirement at any time during 2022 or 2023 are not required to complete the next annual continuing education requirement until December 31, 2024. They must maintain their annual training requirements for each calendar year thereafter.

If a staff person, supervisor, manager, or SEMP director ends employment prior to both completing the required training and to the deadline for completing the training, the provider's prior billing may be considered valid. For example, if the staff person must complete their required training by September 1, 2023 but they end their employment with the provider on June 1, 2023, the provider may be reimbursed for the services provided by that staff person. However, services provided after the required training deadline will not be reimbursed.