What Classes Do I Need to Take?

Please be aware that Eleversity Customer Service staff are here to assist learners with registration, course credit, account, and other issues. If you have questions about what classes you need to take or should take, please reach out to your supervisor for guidance. If you are unsure of what classes best align with your professional development, you can use the chart to inform your course selection.

Always read the course description before registering for a class, which will describe the purpose of the course and any recommended requisite learning.

> If you were hired **PRIOR** to January 2, 2024, you are required to take 24 credits hours within the **first year** you start providing SEMP services. Your "start date" is the day you are hired or being providing SEMP services, and you will have 1 full year to take 24 credit hours.
> (Example, if your start date is October 16, 2023, you will have until October 15, 2024)

> If you were hired **AFTER** January 2, 2024, you are required to take 24 credits hours within the first **two (2) years** you start providing SEMP services. Your "start date" is the day you are hired or begin providing SEMP services, and you will have 2 full years to take 24 credit hours.
> (Example, if your start date is January 4, 2024, you will have until January 3, 2026)

> If you are unsure of what classes you have already taken, review your transcript in your Eleversity account.
> To learn how to do this, watch this brief How-To video.

When you register for a course, **be sure to complete the registration process**. You will receive a confirmation email within 20 minutes. The confirmation email will contain the Zoom link and course details. Retain this email to ensure that you are able to log onto zoom timely.

Class Protocols

- Zoom meetings open 30 minutes prior to the start of class. Sign on early to test your technology.
- Late arrivals will need to reschedule.
- Required technology: laptop, desktop, tablet, microphone, speakers, camera. No cell phones are permitted.

Start with Series 1

Series 1 classes will give you a foundational understanding and prepare for the other classes you will take in your professional development journey. It is recommended that Series 1 classes are taken in the order they are listed in the chart.

SERIES 1 — TAKE THESE FIRST
Vocational Services: Then and Now
Roles and Responsibility of an Employment Support Professional
Career Assessment: Foundations of Discovery
Foundations for Vocational Success

After you have completed Series 1, **select courses that align with function of your responsibilities**.

Connecting and building relationships with businesses to develop opportunities for the targeted job match, assessment, and volunteer.

BUSINESS RELATIONSHIPS
Basics of Business Engagement
Job Development
Demonstrating the Benefits of SEMP to Businesses

Teaching and training in Discovery activities, Community Prevocational Services, Internships, and competitive integrated employment.

WORKSITE SUPPORTS
Strategies and Techniques for Vocational Success
Coaching for Retention and Advancement
Coaching and Workplace Challenges

Assessment, Discovery Activities, Career Planning

ASSESSMENT AND PLANNING
Career Assessment: Informed Choice
Career Assessment: Skills to Complete Discovery Activities
Vocational Assessment
A Case Study in Discovery
The Vocational Development Plan

This is higher-level learning; **do not take this as your first class**. Take Series 1 first.

PROGRAM / SERVICES
Select program/services to understand processes, purpose, and OPWDD expectations.

Community Based Prevocational Services

ETP 101 is higher-level learning; **do not take this as your first class**. ➤

Employment Training Program (ETP) 101

ADDITIONAL COURSES
It is important that employment support professionals understand how wages may impact someone benefits. This class will give foundational information and resources. *Caution — this class does not qualify an ESP to provide Benefits Counseling.*

Public Benefits & Financial Literacy: What do you need to know?
[In partnership with NYESS; offered 6 times a year]

SEMP MANAGEMENT SERIES
The Management Series is intended only those who are SEMP leaders [Manager, Coordinator, Director, etc.] Staff who are being groomed for leadership, should have their supervisor contact info@eleversity.org for registration.

Management Skills for SEMP Leaders-Data Driven Decision Making
Hiring and Onboarding Skills for SEMP Leaders
Supervision Skills for SEMP Leaders