

Are You Wondering What Classes You Need to Take?

Use this guide to support course selection, registration, and professional development planning.

Support & Guidance

Eleversity Customer Service can assist with registration, course credit, and account support. For guidance on required or recommended classes, consult your supervisor.

Course Planning

Review course descriptions carefully before registering to understand learning objectives, prerequisites, and intended audience.

SEMP Training Requirement

Employees must complete 24 credit hours of training no later than December 31st two years after their date of hire and 6 hours of continuing education for each subsequent calendar year.

Transcript Review

Review your Eleversity transcript regularly to monitor completed coursework and identify additional training needs.

Registration Reminders

After registering, retain your confirmation email, which contains the Zoom link and important course details.

Class Protocols

Zoom opens 30 minutes before class. Please log in early to test technology. Late arrivals must reschedule. Use a laptop, desktop, or tablet with microphone, speakers, and camera enabled. Cell phones are not permitted during the video portion of training.

Recommended - 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.

- Vocational Services: Then and Now
- Roles and Responsibilities of an Employment Support Professional
- Career Assessment: Foundations of Discovery
- Foundations of Vocational Success

After you have completed Series 1, select courses that align with the function of your responsibilities.
Connect with your supervisor for guidance.

Assessment and Planning

Assessment, Discovery Activities, Career Planning

- Career Assessment: Informed Choice
- Career Assessment: Skills to Complete Discovery Activities
- Vocational Assessment
- The Vocational Development Plan

Worksite Supports

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

- Coaching for Retention and Advancement
- Coaching Workplace Challenges
- Strategies and Techniques for Vocational Success

Business Relationships

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

- Basics of Business Engagement
- Connecting Talent to Business Needs
- Disability Resources and Incentives
- Engaging Employers: From Strategy to Actions

Program/Services [2-day events]

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

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

- Community Based Prevocational Services
- ETP 101
- Pathway to Employment

Skills for Managers

The Management Series is intended for 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
- Management Skills for SEMP Leaders: Strategies for Programmatic Success
- Hiring and Onboarding Skills for Vocational Leaders
- Supervision Skills for Vocational Leaders: Supporting Teams
- Supervising Job Developers for Successful Employment Outcomes

Additional Courses

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

- Public Benefits & Financial Literacy: What do you need to know?