



# College of Employment Services:

## Online Certificate Training Program for Employment Service Provider Staff

Contact your nearest Regional Office Employment First Specialist to learn how you can participate in this no-cost training program.

### **What is College of Employment Services?**

College of Employment Services (CES) is an online training program designed by Institute of Community Inclusion at University of Massachusetts-Boston and DirectCourse. The curriculum is designed for professionals that provide employment services to individuals with disabilities. CES is one of the approved training options for continuing education in meeting the employment services contract qualifications.

#### **Course 1: Business Perspectives**

Learn the "dual-customer" approach to career development. (4 CEUs)

#### **Course 2: Foundations of Employment Services**

Learn the history of employment services, key duties of your role & core competencies. (6 CEUs)

#### **Course 3: Funding Employment**

Learn primary funding sources, vocational rehabilitation and developmental disabilities agencies, as well as alternative funding. (2 CEUs)

#### **Course 4: Performance Coaching and Support – Part 1**

Learn the importance of the job coach role outside the workplace. (4 CEUs)

#### **Course 5: Performance Coaching and Support – Part 2**

Learn the role of the job coach in the workplace (4 CEUs)

### **Are certificates available for completion?**

The Missouri Department of Mental Health, Division of Developmental Disabilities and the Institute for Human Development at University of Missouri –Kansas City have collaborated on the development of an Employment Services Training Certificate. The certificate is awarded upon the successful completion (80% mastery of content) of the following ten modules:

#### **Course 6: Principals of Career Exploration**

Learn effective strategies and ways to use individual assessments. (6 CEUs)

#### **Course 7: Strategies for Job Development – Part 1**

Learn techniques to make job searching more effective. (4 CEUs)

#### **Course 8: Strategies for Job Development – Part 2**

Learn practical methods for understanding and responding to employers' needs and matching those to a job seeker's skill and interest. (4 CEUs)

#### **Course 9: Ticket to Work (TTW)**

A general overview of TTW and how to use this incentive. (2 CEUs)

#### **Course 10: Using Work Incentives toward Self-Sufficiency**

Learn how to utilize Social Security work incentives. (8 CEUs)

### **CES has the following additional courses available:**

Networking (2 contact hours)  
Job Creation (3 contact hours)