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July 1, 2024

To: I/DD community members, Tribal partners and ODDS staff

From: Dana Hittle, Interim Director, Office of Developmental Disabilities Services (ODDS)

Subject: New Introduction to Supported Employment train-the-trainer certification program

The Office of Developmental Disabilities Services (ODDS) has developed a 64-hour classroom-style curriculum called Introduction to Supported Employment (ISE). This curriculum qualifies as continuing education credits for ODDS employment providers. ODDS wants to make this curriculum available more widely. To achieve this, ODDS has developed a train-the-trainer certification program. Those who complete this program will become certified instructors of the ISE curriculum.

The train-the-trainer program is free, and all training materials will be provided. The training is scheduled for eight days in Salem. The training will be held August 12-15 and 26-29. There is a week off between the two

training weeks. Training will be held at the Capitol City Business Center, which is located at 4600 25th Ave NE, #110, Salem 97301.

Attendees are responsible for time, travel, and incidentals. There is a maximum of 28 spaces in this certification course. Those who are interested must complete this [online application](#) by 5 p.m. on July 10, 2024. Please be prepared to submit your résumé and a letter of interest. Applicants will be notified of their status by July 19.

Applicants must have three years of experience working with or on behalf of the intellectual and developmental disabilities (I/DD) community or three years of professional training or instructor experience. Applicants who demonstrate that they currently serve or will serve individuals receiving ODDS services directly or indirectly will be given priority during the evaluation process. Lastly, applicants must be able to attend the full eight days of in-person training to be certified.

More information about the train-the-trainer program and ISE curriculum is available in [transmittal DD-IM-24-033](#).

Thank you for considering this important opportunity to help make the ISE curriculum available throughout Oregon.

Sincerely,



Dana Hittle

Interim Director

Office of Developmental Disabilities Services

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