**Office of Vocational Rehabilitation**

**Continued Education Submittal Form**

**(Due by July 1 of calendar year with OVR Vendor Contract)**

|  |  |  |  |
| --- | --- | --- | --- |
| Agency Name: |       | Date: |       |
| Employment Specialist Name: |       | Date of Hire: |       |
| Phone Number & Email Contact: |       |

* Employment Specialist hired throughout the contract year will be required to meet a prorated 1.25 hours of continuing education each month until the new contract year begins.  Once the employment specialist is on a current contract year they will be required to meet the 15 hours of continued education.

**Please attach certificate or verification of attendance for each box checked below.**

 ***Date occurred: Number of hours:***

|  |  |  |
| --- | --- | --- |
| [ ] Certified Employment Support Professional Credential |       |       |
| [ ] National or Kentucky APSE Conference  |       |       |
| [ ] UK-HDI Supported Employment Training (any offered)  |       |       |
| [ ] Supported Employment Leadership Series  |       |       |
| [ ] College of Direct Supports employment-related training |       |       |
| [ ] Consultant training |       |       |
| [ ] Kentucky Rehabilitation Association Conference  |       |       |
| [ ] IPS Conference |  |  |
| [ ] Webinars sent by OVR or HDI: List separately |       |       |
| 1.
 |       |       |
| 1.
 |       |       |
| 1.
 |       |       |
| 1.
 |       |       |

 [ ] Other Webinars for approval: Please list each separately

 ***\*OVR consultant approval required***

|  |  |  |
| --- | --- | --- |
| 1.
 |       |       |
| 1.
 |       |       |
| 1.
 |       |       |
| 1.
 |       |       |

***\*Please use multiple forms if more than 4 webinars occurred in calendar year.***

**I acknowledge that the above information is correct and that the employment specialist was in attendance for documented trainings. I have attached all certificates and attendance verification.**

Employment Specialist Signature, Date Supervisor Signature, Date