

- SPED 220 Promoting Inclusive Opportunities..... 3 SH
  - \*\*895.20 Friends and Fun—Expanding Leisure Options and Community Connections
  - \*\*895.55 Assessment and Setting Goals
  - \*895.18 Achieving Personal Outcomes

- SPED 223 I/DD and Mental Health Disorders ..... 2 SH
  - \*\*895.53 Dual Diagnosis I
  - \*\*895.54 Dual Diagnosis II

- SPED 225 Assisting People with TBI ..... 2 SH
  - \*\*895.56 Assisting People with Brain Injury and their Families
  - \*\*895.57 Returning to Work After Brain Injury

- SPED 250 Developing Communicative Interactions .... 2 SH
  - \*\*895.60 Interpersonal Communication
  - \*\*895.69 Supporting Communication

- SPED 255 Aging and I/DD ..... 2 SH
  - \*\*895.70 Aging and DD

- SPED 296 Supervised Field Exp. in I/DD ..... 4 SH
  - Practica Associated with the following modules:
  - 3 Legal Issues
  - 6 Medications
  - 10 Seizure
  - 11 Positioning Turning and Transferring
  - 15 Writing Objectives and Measuring Behavior
  - 18 Achieving Personal Outcomes
  - 20 Friends and Fun
  - 39 Supporting Individuals with Disabilities in the Community
  - 40 Person Centered Planning
  - 42 Job Coach
  - 51 Positive Behavior Support & Documentation
  - 52 Designing and Implementing PBS
  - 53 Dual Diagnosis
  - 55 Assessment and Setting Goals
  - 69 Supporting Communication
  - 70 Aging and DD

- Direct Support Skill Standards Observation Certification requirements also include current certification in:
- \*895.07 CPR
  - \*895.08 First Aid

- Additional Elective Modules
- .43 Diabetes Management
  - .58 Supporting Individuals with Autism Across the Lifespan

- .62 Guidelines for QDDPs
- .64 Frontline Supervisor Handbook
- .65 Promoting Public Relations & Community Education
- .66 Job Developer’s Handbook
- .67 Community-Based Supports for Individuals with DD and a History of Sexual Offense
- .68 Working in Family Support Settings

**More Information ...**

**FOR QUESTIONS regarding Module Certification within DD Agencies:**

KARI SCHMIDT, CSTP Director  
 NDCPD  
 701-858-4174 • 800-233-1737  
 kari.schmidt@minotstateu.edu

VICKIE BRABANDT, Administrative Assistant  
 NDCPD  
 701-858-3047 • 800-233-1737  
 VICKIE.BRABANDT@minotstateu.edu

**FOR QUESTIONS regarding Degree Programs within the MSU Department of Special Education:**

DR. HOLLY PEDERSEN, Chair  
 701-858-3846 • 800-777-0750  
 holly.pedersen@minotstateu.edu

DR. EVAN BORISINKOFF, Associate Professor  
 701-858-3055 • 800-777-0750  
 evan.borisinkoff@minotstateu.edu

JANA SCHULTZ, Administrative Assistant  
 701-858-3050 • 800-777-0750  
 jana.l.schultz@minotstateu.edu

# North Dakota Community Staff Training Program

June 2021

## LEARN WHILE YOU EARN

The North Dakota Center for Persons with Disabilities and the Special Education Department at Minot State University work collaboratively within the Community Staff Training Program, to provide career ladder opportunities for direct support and other professionals. This brochure provides information about opportunities for professional development and career pathways available to employees of ND Developmental Disability provider agencies.



**500 University Avenue West  
 Minot, North Dakota 58707**



## CAREER LADDER GROWTH OPPORTUNITIES:

There are seven levels of competency-based training:

### Level I — Orientation Training (*agency specific requirement*)

Preservice training is provided to new employees prior to the staff member assuming direct responsibility for the individuals receiving support. Employees learn the philosophy of community-based services for individuals with developmental disabilities and agency-specific information. Staff receive focused instruction on topics specific to the needs of the individuals they will support.

### Level II — Position-Based Competency (*agency specific requirement*)

Agency managers and staff development personnel select training components from a menu of training topics to ensure personnel are able to carry out the particular functions of their position and have the knowledge and skills to implement individualized plans and ensure rights and safety of people receiving services.

### Level III — Certificate of Completion (*agency specific requirement*)

A certificate of completion is issued to staff members who successfully complete the required core modules, six elective modules, and the Supervised Field Experience. The agency selects electives from the curriculum based on specific job responsibilities. Prior to certification, staff must demonstrate competence in the Direct Support Skills Standards and complete practica which correspond to the modules completed. Certification must be completed within timelines set by the Department of Human Services. Core modules are identified by one asterisk (\*) and elective modules are identified by two asterisks (\*\*) in the module/coursework section of this brochure.

### Level IV — Advanced Certification

This certification consists of completion of ten additional modules dealing with a variety of training issues including: aging issues, communication, leisure, behavior intervention, traumatic brain injury, dual diagnosis, and a variety of medical and health topics.

### Certificate of Completion in Human Services: Intellectual/Developmental Disabilities (IDD) (optional)

The certificate of completion in IDD is an optional stand-alone credential that can be transcribed without a major or completing the general education requirements at MSU after 15 credits are earned. Staff interested in this option would apply to MSU and if accepted would complete SPED 101: Introduction to Developmental Disabilities Services

and at least 12 semester hours (SH) of electives from the remaining courses in the Associate of Science degree. These courses can also be applied to the AS and BS degrees if the staff member chooses to advance through the career ladder.

### Level V — Associate of Science in Human Services with a major in I/DD

The Associate of Science degree at a lower tuition rate is a benefit offered only to staff who work in N D Developmental Disabilities provider agencies. Employees can take composite exams (*outlined in the modules/coursework section*) and pay half of the regular tuition rates per semester hour for each of the Special Education courses.

The general education requirements can be completed through distance education or on campus at Minot State University, 30 residence credits must be taken at MSU. Students work with MSU advisors to identify general education courses. General education courses are full tuition.

### Level VI — Bachelor of Science in Human Services with a major in I/DD (*non-teaching*)

After completion of the Associate of Science degree in Developmental Disabilities, individuals who desire to pursue a BS in Intellectual/Developmental Disabilities (Non-Teaching) may attend Minot State University or complete through MSU Online. The student must fulfill all requirements for the degree as specified by MSU.

### Level VII - Master of Science in Human Services with an emphasis in IDD

To meet the national demand for successful administrators at human services agencies, students can pursue an online Master of Science in Disability Human Services degree. This unique graduate program prepares you to use your new knowledge and skills to strategically lead and nurture other professionals in a human services agency. The degree blends coursework from a variety of fields including education, human services, management, and human resources.

### To Get Started:

1. Complete the MSU undergraduate online application. (*If attended MSU previously, complete the re-admit application instead*)
  - a. Select Admit Type: Degree seeking FYR or TRN
  - b. Select Program: IDD
  - c. Select: Online
  - d. Statement of Intent
  - e. Follow MSU admission deadlines
  - f. Pay application fee
  - g. Submit required materials for admission

2. Complete Online Orientation and pay fee.

3. Enrollment in classes after orientation:

- a. Must enroll in at least one general education course for the term that composite testing will begin.
- b. Must have continuous activity in Fall and Spring terms. If no coursework for a term, must complete the re-admit application.

4. A credit by examination form must be completed for each composite exam.

5. Contact the Department of Special Education to set up appointments for composite exams.

### Developmental Disabilities Modules/ Coursework

\* Agency Certification Requirements

\*\* Electives

SPED 101 Introduction to I/DD Services.....	3 SH
*895.39	Supporting Individuals with Disabilities in the Community
*895.03	Legal Issues & Developmental Disabilities
*895.40	Person Centered Planning
*895.41	Working with Families
*895.42	Job Coach Training Manual
SPED 111 Health Care in I/DD I.....	3 SH
*895.06	Medications Training
**895.44	Maintaining Health and Wellness
**895.45	Nutrition and Wellness
**895.47	Oral Hygiene & Dental Care
**895.50	Introduction to Health Supports
SPED 112 Health Care in I/DD II.....	3 SH
*895.10	Seizures
**895.11	Positioning, Turning and Transferring
**895.61	Supporting Independent Living
**895.46	Sexuality and DD
SPED 120 Introduction to Positive Behavior Supports..	3 SH
**895.51	Positive Behavioral Supports
**895.52	Designing & Implementing Positive Behavioral Supports
**895.15	Writing Behavioral Objectives & Measuring Behavior
SPED 140 Human Development .....	3 SH
**895.22	Human Development I
**895.23	Human Development II