

# Alternate Training Competency Mapping Template – CE Services

## Service Provider Qualification Requirements for Statewide Services

For Customized Employment Services:

### Instructions

Use this form to map training content to each of DVR's required competencies. For each domain:

- Identify the module or section where the content appears (e.g., syllabus section, video title, slide deck).
- Provide a brief summary of the training content.
- Describe how the competency is assessed (e.g., quiz, observation, written reflection).
- Complete the Training Format section for each domain.
- Ensure training is current, relevant, and aligned with DVR service delivery standards.

Minimum hours required for approval:

- Job Developers: 40 total hours
- Job Coaches/Systematic Instructors: 20 total hours

### Submission Instructions

Submit your completed Competency Mapping Template along with:

- Syllabus or course outline
- Learning objectives
- Copies of assessments

Email submissions to: [DVRServiceProviders@dwd.wisconsin.gov](mailto:DVRServiceProviders@dwd.wisconsin.gov)

DVR will confirm receipt and follow up with questions or approval status. See **Alternative Training Plan Approval: Submission and Review Process** document for complete submission and review details.

## Core Domain 1: Core Values & Principles of Customized Employment

*Recommended: Five hours (Job Developers and Job Coaches/Systematic Instructors)*

Required Competency	Training Module/Section	Brief Content Summary	Assessment Method
Understanding Customized Employment (CE) and Competitive Integrated Employment (CIE) principles			
Legal and ethical considerations, including ADA, WIOA, HCBS Final Rule, and confidentiality laws			
Cultural competence and person-centered planning to match employment with individual strengths, interests, and needs			
Ethical considerations in negotiating job roles and advocating for job seekers			

Training Format (check one):       Online       In-person       Blended       Other:

Total Hours for This Domain: \_\_\_\_\_      Trainer Name(s) & Credentials: \_\_\_\_\_

Certificate of Completion Issued:       Yes       No

## Core Domain 2: Discovery & Individualized Planning

*Recommended: 10 hours (Job Developers and Job Coaches/Systematic Instructors)*

Required Competency	Training Module/Section	Brief Content Summary	Assessment Method
Conducting discovery-based assessments to determine an individual's strengths, skills, interests, and ideal work environments			
Identifying preferred work conditions, social networks, and support needs			
Developing customized employment profiles and vocational themes based on individual strengths and preferences			
Using community-based exploration and informational interviews to expand employment options			
Understanding how discovery differs from traditional vocational assessments			
Training Format (check one):	Online	In-person	Blended
Total Hours for This Domain:	Trainer Name(s) & Credentials:		
Certificate of Completion Issued:	Yes	No	

### Core Domain 3: Job Development & Employer Negotiation

*Recommended: 10 hours (Job Developers only)*

Required Competency	Training Module/Section	Brief Content Summary	Assessment Method
Conducting labor market research and engaging employers using CE strategies			
Identifying customized job opportunities based on employer needs and job seeker strengths			
Using job carving, job creation and self-employment models to develop individualized employment opportunities			
Negotiating customized employment opportunities through flexible job descriptions and hiring strategies			
Understanding social capital and networking strategies to increase job leads			
Coaching job seekers on self-advocacy and effective communication with employers			
Addressing employer concerns and promoting the benefits of customized employment			
Training Format (check one):      Online              In-person              Blended              Other:			
Total Hours for This Domain:		Trainer Name(s) & Credentials:	
Certificate of Completion Issued:      Yes              No			

### Core Domain 4: Workplace and On-the-Job Supports & Retention

*Recommended: 15 hours (required for Job Coaches/Systematic Instructors)*

Required Competency	Training Module/Section	Brief Content Summary	Assessment Method
Implementing individualized supports, systematic instruction and task modification to ensure long-term job success			
Supporting workplace accommodations, assistive technology and inclusion strategies tailored to employee needs			
Facilitating natural workplace supports and training co-workers to foster inclusion			
Managing conflict resolution and strengthening employer-employee relationships			
Monitoring on-the-job performance and providing ongoing coaching			
Developing and adapting individualized strategies to promote job stability and long-term retention			
Supporting career advancement, increasing independence, and reducing external supports over time			
Coordinating with long-term funding sources and support networks			
Collaborating with families, caregivers and community agencies to support employment success			
Training Format (check one):	<input type="checkbox"/> Online <input type="checkbox"/> In-person <input type="checkbox"/> Blended <input type="checkbox"/> Other:		
Total Hours for This Domain:	Trainer Name(s) & Credentials:		
Certificate of Completion Issued:	<input type="checkbox"/> Yes <input type="checkbox"/> No		