STATE OF WISCONSIN
DWD
Department of Workforce Development

Alternate Training Competency Mapping Template – CIE Services

Service Provider Qualification Requirements for Statewide Services

For Competitive Integrated Employment (CIE) Services:
Internship/Temporary Work; Job and Task Analysis & Systematic Instruction; Job Preparation, Development, Hire and Retention; Student Work-Based Learning Services; and Supported Employment

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

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 Competitive Integrated Employment			
Recommended: Five hours (Job Developers and Job Coaches/Systematic Instructors)			
Required Competency	**Training Module/Section**	**Brief Content Summary**	**Assessment Method**
Understanding CIE and Employment First principles			
Commitment to person-centered planning, informed choice and self-determination			
Ethical guidelines, professionalism and rights of individuals with disabilities			
Knowledge of relevant legislation (ADA, WIOA, Rehabilitation Act, HCBS Final Rule)			
Cultural competence and disability etiquette in employment settings			

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: Assessment & Career Planning

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

Required Competency	Training Module/Section	Brief Content Summary	Assessment Method
Conducting individualized assessments, career exploration and job search preparation			
Developing vocational profiles based on strengths, interests and conditions for success			
Conducting job analyses and environmental assessments			
Identifying and addressing nonwork barriers (e.g., transportation, benefits, housing)			
Understanding the role of benefits planning and work incentives			

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 3: Job Development & Employer Engagement

Recommended: 10 hours (Job Developers only)

Required Competency	Training Module/Section	Brief Content Summary	Assessment Method
Conducting labor market research and identifying employment opportunities			
Marketing and outreach strategies for employer engagement			
Developing employer relationships through informational interviews and networking			
Assisting job seekers with job searches, applications and interviews			
Understanding job carving, job sharing and customized employment strategies			

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 effective job coaching strategies, including systematic instruction			
Supporting natural workplace inclusion and integration			
Identifying accommodations and assistive technology solutions			
Supporting soft skill development and professional workplace behaviors			
Managing workplace challenges and conflict resolution			
Understanding extended services, fading supports and long-term job retention			
Implementing ongoing monitoring and quality improvement measures			
Collaborating with families, employers and support networks			
Navigating funding sources for long-term employment supports			

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

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

Certificate of Completion Issued:	Yes	No