

Appendix A.3
Direct Support Professional Apprenticeship Program Requirements

Registration Level	Initial Certificate Level	Advanced Certificate Level (Journey Worker at completion of this level)
	Completed DSP Registration Level	Completed DSP Initial Certificate Level
Criminal background check that shows clearance to work w/VA in the state employed.	Maintains acceptable criminal background check.	Maintains acceptable criminal background check.
Letter from employer indicating all required training and orientation as prescribed by state and organization has been met. (40 hours)	Complete 72 hours of approved related instruction (cumulative total of 112 hours including registration and initial certificate levels).	Complete 108 hours of approved related instruction (cumulative total of 220 hours including registration, initial certificate and advanced certificate levels).
Proof of continuous employment in community human services (via employment by person receiving services or provider organization) for at least six months.	Proof of one year of continuous employment in community human services (via employment by person receiving services or provider organization). OJL learning in 6 competency areas = 1200-1800 OJL hours (cumulative total of 1280 – 1900 on the job hours, including registration and initial certificate levels)	Proof of two years of continuous employment in community human services (via employment by person receiving services or provider organization). OJL in remaining 9 competencies =1800 - 2700 OJL hours (cumulative total of 3080-4600 on the job hours, including registration, initial certificate, and advanced certificate levels)
Letter of professional commitment that describes your values and commitment to the direct support profession.	Provide letter of support/recommendation from a person you support or, in some situations, their family members or legal representative.	Update or modify level of professional commitment to reflect knowledge gained and proficiency of practice.
Sign a commitment pledge to the National Alliance for Direct Support Professionals (NADSP) .	Renew commitment pledge to National Alliance for Direct Support Professionals (NADSP) .	Renew commitment pledge to National Alliance for Direct Support Professionals (NADSP) .
	Submits a professional resume	
	Assessment: Submit portfolio with work samples that demonstrate competence in 4 of 15 skill areas.	Assessment: Submit portfolio with work samples that demonstrate competence in 4 addition skill areas (total of 8 of 15 competency areas).