

Education Cooperative Programs

**Training &  
Technical Assistance  
Topics**

**2008-2011**

# Training and Technical Assistance Request Application

## Request Requirements and Procedures

The primary role of the Department of Rehabilitation Education Cooperative Program is to provide support to education cooperative programs. A core component of this role is to assure that all the partners receive the training and technical assistance they need or desire. The technical assistance provided to programs will support individuals with disabilities in securing and maintaining meaningful employment. To achieve this goal, we ask that you:

1. Collaborate with your cooperative program partners to plan the training together. It is critical to include the DOR and education cooperative staff, staff from partner agencies, consumers receiving services, and other partners in the community at large, including employers.
2. Use the Training & Technical Assistance Topics (T&TA) list to select the T&TA that best meets the needs of your local cooperative.
3. You are required to get the signature of your local DOR District Administrator and your Education Cooperative Program Director. Your request cannot be processed without these signatures.
4. When we receive your request, we will determine if we can provide the requested training. If your request is approved, we will contact the appropriate consultant(s) to determine his/her availability. **\*\*\*Consultant(s) under each T&TA topic are listed in priority order (i.e. #1, #2, #3). We will award a service order for each training day(s) by selecting the #1 primary consultant(s). In the event, the primary consultant(s) is not able/available to fulfill the contract on the requested dates of services; then DOR will contact the #2 consultant(s), and in the event the #2 consultant(s) is not available, then DOR will contact #3 consultant(s).\*\*\*** If a consultant, other than the primary in the topic category, meets your training needs, please attach a brief statement to the Training Request Application to justify your selection.
5. If the consultant(s) is available, we will send you and the consultant(s) a request approval notice.
6. When you receive the request approval notice, you can then contact the consultant(s) directly to arrange the date(s) and location(s) of the T&TA event(s). Please follow-up by contacting the persons below to inform them of when and where the event(s) will be held. You will also be responsible for publicizing the T&TA event(s) to assure the appropriate cooperative program and community partners attend.
7. It is your responsibility to assure that all event locations are fully ADA accessible and provide any accommodation needs of participants (note takers, interpreters, information in alternative formats, etc). We suggest you utilize your local DOR contacts to help address any of these access issues.
8. To help us better meet your T&TA consultant needs we ask that you (the 'requester') complete a written evaluation following each T&TA event. The evaluation outline will be provided with the request approval notice information.

**For more information regarding T&TA options contact:**

Loran Vetter  
Department of Rehabilitation  
Phone: (916) 558-5422  
Fax: (916) 558-5402  
[lvetter@dor.ca.gov](mailto:lvetter@dor.ca.gov)

**Send completed request applications to:**

Charlene Cowan  
Department of Rehabilitation  
Phone: (916) 558-5424  
Fax: (916) 558-5402  
[ccowan@dor.ca.gov](mailto:ccowan@dor.ca.gov)

**Education Cooperative Programs**  
**721 Capitol Mall**  
**Sacramento, CA 95814**  
**Phone: (916) 558-5400 Fax: (916) 558-5402**

**Training Request Application**

**INSTRUCTIONS** – Use this form to request Training from the California Department of Education (CDE) and the Department of Rehabilitation (DOR) Cooperative Program. Once the form is completed and signed by the local DOR District Administrator and the local Cooperative Program Director, forward it to the attention of **Charlene Cowan** at Fax: (916) 558-5402. For questions or more information, please contact **Loran Vetter** at (916) 558-5422 or via e-mail at [lvetter@dor.ca.gov](mailto:lvetter@dor.ca.gov)

**Please identify the training you are interested in:**


**Identify the groups that will participate in the training event(s) requested:**

<b>Community &amp; Partnering Agencies such as:</b>		
<input type="checkbox"/> TPP Program	<input type="checkbox"/> Independent Living Centers	<i>Others (please identify)</i>
<input type="checkbox"/> Community Colleges	<input type="checkbox"/> CalWorks	<input type="checkbox"/>
<input type="checkbox"/> One-Stop/EDD	<input type="checkbox"/> DOR Staff	<input type="checkbox"/>
<input type="checkbox"/> Consumers	<input type="checkbox"/> Service Providers	<input type="checkbox"/>
<input type="checkbox"/> Family Members	<input type="checkbox"/> County Mental Health	

**Education Program Requester:** ◀ **BOTH MUST BE COMPLETED** ▶ **Dept. of Rehab. Requester:**

<b>Program Name and Location:</b>	<b>DOR District:</b>
Requester's Name:	Requester's Name:
Position/Title:	Position/Title:
Mailing Address:	Mailing Address:
Phone: (    )                      FAX: (    )	Phone: (    )                      FAX: (    )
E-Mail:	E-Mail:

<b>Required Signatures ~ Please print &amp; sign:</b>	
DOR District Administrator Name	<b>Date</b> <b>Signature</b>
Education Program Director Name	<b>Date</b> <b>Signature</b>

FOR CO-OP PROGRAM USE ONLY		
Approved by/Date: _____	# of Days _____	Date _____

### **#3 Consultant:** *Supported Employment Education Designs* – Mindy Oppenheim

This training is designed to increase and improve employment and retention for people with mental illness, developmental and other disabilities that present barriers to employment. The training will include the following areas:

- Overall community marketing and public relations planning and implementation
  - Development of an Intra-agency Business Advisory Council (BAC)
  - Development of an employer database
- How to hire and retain top performing job developers
  - How to plan, target, market, advertise and hire great job developers
  - Develop job descriptions and creative advertisements
- Job development for persons with barriers to employment
- Job seeker preparation and job matching
  - Assessment tools adapted for job seekers
  - Developing a vocational profile
  - Communication insights and strategies