

NATIONAL
GUIDELINES FOR
APPRENTICESHIP STANDARDS

developed by

The National Alliance for Direct Support Professionals (NADSP) and

*The American Network of Community Options and Resources
(ANCOR)*



for the occupation of

Direct Support Professional
(Direct Support Specialist)

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DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

APPROVED AND CERTIFIED BY THE
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

BY: _____
JOHN V. LADD, ADMINISTRATOR
OFFICE OF APPRENTICESHIP

CERTIFICATION DATE: _____

CERTIFICATION NUMBER: _____

FOREWORD

A. The Human Services Industry that provides support for individuals with various types of disabilities and others who require short or longer term human services support to participate fully in community life, recognizes the need for a structured educational program to maintain the high level of skill and competence required in the human services field. These NADSP/ANCOR Apprenticeship Standards have as their objective, the training of Direct Support Professionals skilled in all phases of the industry. They provide a practical and sound training system that will meet training requirements to develop individuals into skilled professionals, and to ensure human services industry with skilled workers. These Standards were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the Sponsor can work to establish an apprenticeship training program that meets the particular needs of a state or a region within a state.

B. Each agency that is signatory to the NADSP/ANCOR Direct Support Professional Apprenticeship Program will undertake to carry out this Apprenticeship Program. These Standards of Apprenticeship are the written plan that outlines the terms and conditions for the recruitment, selection, employment, training, supervision, and competency assessment of Apprentices as subscribed for each agency and must meet all the requirements of the Registration Agency.

C. The purpose of the Direct Support Professional is to assist people who need support to lead self-directed lives, and to participate fully in the social and civic life of our communities and nation. This focus on empowerment and participation is critical because people with disabilities, mental health or chronic health conditions, and others who rely on human service support are frequently isolated and excluded. Therefore, the commitment of the Direct Support Professional is to walk in partnership with people with disabilities or others who require human services support to lead a life of opportunity, well-being, freedom and contribution to the community. The Direct Support Professional recognizes that he/she must follow the individual path that is suggested by the unique gifts, preferences and needs of each person. The purpose of this Apprenticeship Program is to provide career paths for individuals coming into the Direct Support Professional occupation and to ensure Apprentices are properly trained to support individuals with various disabilities or other human service needs.

D. The mission and the guidelines of the NADSP/ANCOR Direct Support Professional Apprenticeship program are: NADSP, as a national direct support professional association, and ANCOR, as a national service provider trade association, are non-profit organizations committed to the success of employee-trainee apprentice development programs throughout the United States with the mission of improving the quality of life for people with support needs and for direct support professionals by creating career paths linked to mastery of knowledge, skill, and ethical practice.

E. These Standards will assure that opportunities for training under this Apprenticeship Program are made available to all persons who meet the minimum eligibility requirements, as required by the Federal Regulations. This Apprenticeship Program was developed and will be conducted, operated, and administered in conformity with the provisions of Title 29, Code of Federal Regulations (CFR) part 29 and Title 29, CFR part 30, as amended by Federal Regulations, Equal Opportunity in Apprenticeship and Training.

DEVELOPMENT OF AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES

Equal employment opportunity is required of every registered apprenticeship program. Such requirements apply to the recruitment, selection, employment, and training of apprentices throughout their apprenticeship.

Those programs with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written Affirmative Action Plan and Selection Procedures that is approved by the Registration Agency as part of the Standards of Apprenticeship.

A sample Affirmative Action Plan and Selection Procedures are attached.

Representatives of the Registration Agency are available to assist the local Sponsor in developing its Standards of Apprenticeship, Affirmative Action Plan and Selection Procedures using the sample provided. Once developed, the Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedures must be submitted to the Registration Agency for approval and registration. Company Affirmative Action Plan's and Selection Procedures (hiring process) may be considered in lieu of utilizing the samples provided if they meet all of the requirements of Title 29, CFR part 30.

**OFFICIAL ADOPTION OF NATIONAL GUIDELINES FOR
APPRENTICESHIP STANDARDS:**

The National Alliance of Direct Support Professionals and the American Network of Community Options and Resources hereby officially adopts these National Guidelines for Apprenticeship Standards on this _____ day of _____, 2010.

Signature
**National Alliance for Direct
Support Professionals**

Signature
**American Network of Community
Options and Resources**

Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.