Supervisors,

Part of your employee’s requirements for the DSP Plus Apprenticeship Program is to demonstrate competency in various aspects of their job duties and responsibilities as a DSP.

The following document is a checklist of the required competencies of the program.

Competency is defined as “the ability to do something successfully and/or efficiently.”

Please fill out the checklist and place a check mark on each item that you feel your employee is competent in. Make your determinations based on your interactions with the employee, how they perform their job duties, and through observations of their work performance. Some training sessions, both required as well as supplemental, may also serve as indicating competency in certain areas.

Once you have this filled out, please return it to me.

Thanks and let me know if you have any questions!!