

WSC ADVISORY #2021-017
TRAIN FLORIDA ACCOUNTS FOR WAIVER SUPPORT COORDINATORS

ACTION REQUIRED

EFFECTIVE DATE: JUNE 1, 2021

Effective June 1, 2021, the Waiver Support Coordinator (WSC) Level 1 Pre-Service Training will be available on TRAIN Florida. WSCs must have a TRAIN Florida account to access the required Level 1 Pre-Service Training, as stipulated in the WSC Training Rule [65G-10.004](#), Florida Administrative Code. New WSCs and CDC+ Consultants must complete the TRAIN Florida account creation spreadsheet to submit a request for a Learner Account. [Click Here](#) for the spreadsheet and instructions.

The WSC Level 1 Orientation is located on the [APD Training Portal](#). All WSCs are encouraged to review the orientation before taking the WSC Pre-Service Level 1 Training. The orientation outlines tasks for WSCs to follow including how to navigate through TRAIN Florida, how to locate and register for training courses, and how to complete the WSC Level 1 Pre-Service Training course modules and competency-based assessment.

APD has updated existing WSCs' and CDC+ Consultants' TRAIN Florida accounts and enrolled them into the WSC Level 1 Pre-Service Training Plan.

WSCs and CDC+ Consultants are responsible for the following:

- Review the WSC Level 1 Orientation
- Log in to TRAIN Florida to ensure they are enrolled into the WSC Level 1 Pre-Service Training Plan, and
- Complete the WSC Level 1 Pre-Service Training course modules.

APD has improved its courses. Beginning with the WSC Pre-Service Level 1 Training, WSCs are no longer required to mark the course as completed once the presentation is closed. TRAIN Florida will mark the course as completed.

Transcripts on the completion of the WSC Pre-Service Level 1 and Level 2 trainings, as well as the mentorship program, will be maintained in TRAIN Florida.

If WSCs do not have access to the WSC Level 1 Pre-Service Training, they are to contact the provider enrollment staff at the APD Regional Office to verify eligibility to be on the WSC roster to take the training. If they are eligible the provider enrollment staff will forward the information to apd.lmssupport@apdcares.org to have the WSC's account updated.

As a reminder, WSCs are to complete all required basic trainings stipulated in the Developmental Disabilities Individual Budgeting Waiver Services Coverage and Limitations Handbook.