

NJ DDD SELF DIRECTED OPTION (SDO) TRAINING REIMBURSEMENT FREQUENTLY ASKED QUESTIONS

1. Why did I receive a notification that I will be out of compliance with the SDE Mandated Trainings?

As noted in Appendix E of the DDD [Supports Program](#) and [Community Care Program Policies and Procedures Manuals](#), Self-Directed Employees (SDEs) have six months (180 days) from their date of hire to complete all required trainings and must complete CPR/First Aid Recertification once every two (2) years thereafter. The completed and signed Training Certification Form and CPR/First Aid Recertification Form should be submitted to PPL as soon as possible after the trainings are completed.

The Training Certification Form can be found by clicking this link: [Document Name \(pplfirst.wpenginepowered.com\)](#).

The CPR/First Aid Recertification Form can be found by clicking this link: [nj-ddd-training-certification-fillable.pdf \(pplfirst.wpenginepowered.com\)](#).

The Quick Reference Guide to Mandatory Training for all Self-Directed Employees can be found [here](#). Self-Directed Employees receive notification via email of their training requirements and how to access the College of Direct Supports immediately after they have completed the enrollment process.

2. How do I receive the training reimbursement payment?

To receive a training reimbursement payment, the SDE and the Employer of Record or Authorized Representative (AR) must complete and sign the Training Certification Form [Document Name \(pplfirst.wpenginepowered.com\)](#) and/or CPR/First Aid Recertification Form : [nj-ddd-training-certification-fillable.pdf \(pplfirst.wpenginepowered.com\)](#) and submit it to PPL.

3. What if I work/worked as a SDE for more than one individual?

Aside from CPR/First Aid Recertification, a SDE can only be paid for a training bundle once, regardless of how many individuals you work for.

4. Can I be paid for completing some but not all of the required trainings?

There are no partial payments. For payment to be issued, all required trainings must be completed.

5. How will I receive my training reimbursement payment?

Training Certification Forms or CPR/First Aid Recertification Forms received by the timesheet submission deadline will be included in the next associated timesheet payment, via paper check or automatic deposit, depending on how you are usually paid.

6. How long do I have to complete the trainings and submit the form?

As noted in Appendix E of the DDD [Supports Program](#) and [Community Care Program Policies and Procedures Manuals](#), Self-Directed Employees (SDEs) have six months (180 days) from their date of hire to complete all required trainings and must complete CPR/FA Recertification once every two (2) years thereafter. The completed and signed Training Certification Form and CPR/First Aid Recertification Form should be submitted to PPL as soon as possible after the trainings are completed.

7. What will happen if an SDE has not completed the required trainings?

If the mandatory trainings and the Training Certification Form or CPR/First Aid Recertification Form is not completed and submitted to PPL via njddd@pplfirst.com or via fax to 1-844-842-5978 within the required timeframe, you will be unable to provide services and receive payment.

8. Is the training reimbursement payment deducted from the individual's budget?

At this time the training reimbursement payments issued by PPL are funded by DDD and are not deducted from the individual's budget.

9. Do I need to enter anything on my timesheet to receive the training reimbursement payment?

No. The only step needed to receive the training reimbursement payment is submission of the signed Training Certification Form or CPR/First Aid Recertification Form to PPL.

10. What if I completed all trainings and have previously submitted a Training Certification Form?

If you've previously been reimbursed for completing all SDE Mandated Trainings and are receiving this notice as your CPR/First Aid Recertification is due, please complete and submit the CPR/First Aid Recertification Form [nj-ddd-training-certification-fillable.pdf \(pplfirst.wpenginepowered.com\)](#) or via fax to 1-844-842-5978.

11. How much will I be reimbursed?

Training reimbursement is based on the average time needed to complete the College of Direct Support trainings and the average cost of a community-based CPR and First Aid training. The training bundles and related payments are below. An employee may only submit and be paid for one bundle and the reimbursement payment for CPR/First Aid Recertification can be submitted once every two (2) years. The reimbursement payment for Recertification training can be found under Training Bundle 1.

TRAINING BUNDLE 1: \$190.78

- Cardiopulmonary Resuscitation (CPR) Certification
- First Aid Certification

TRAINING BUNDLE 2: \$86.69

- DDD Shifting Expectations: Changes in Perception, Life Experience, and Services
- DDD Life-Threatening Emergencies (Danielle's Law)
- Stephen Komninos' Law
- Preventing Abuse, Neglect, and Exploitation

TRAINING BUNDLE 3: \$103.64

- Introduction to Medication Support, Lesson 1-6