



## Adjoin E-Badge Academy Application

|   |                         |
|---|-------------------------|
| Name  |                         |
| Phone Number  |                         |
| Email   |                         |
| Area  |                         |
| Current Position  |                         |
| Supervisor  |                         |
| Are you current with your Relias training modules?  | Yes                  No |
| What is your length of experience that you have working with the I/DD population? (months, years, etc.) |                         |
| What are your career goals?   |                         |
| Tell us a little bit about why you are interested in the E Badge Academy.                               |                         |

*Important Information and Acknowledgements (Participant):*

\_\_\_ I understand that the E Badge Academy is a voluntary certification program to assist me with my professional development. I am requesting to participate in this program voluntarily and understand that I will not be compensated for time spent pursuing my certification except as it directly relates to my job duties and position with Adjoin (i.e. mandatory Relias trainings that can be applied towards the E Badge Academy, on the job training, etc.)

\_\_\_ I understand that the completion of each of the levels makes me eligible for a one-time incentive payment that will be paid out through payroll and subject to regular payroll taxes.

- DSP I \$500
- DSP II \$800
- DSP III \$1200

\_\_\_ I understand that my acceptance into the Adjoin E Badge Academy program will be based on eligibility using the following criteria:

- Current Adjoin employee in one of the following positions: DSP, DSC, HM, CSS, EC I, EC II
- In good standing with performance (no corrective action within the last 6 months)
- Current on mandatory Relias trainings.

\_\_\_ I understand that I will be collaborating with my supervisor on my professional development throughout this program. I will also be required to have at least one meeting with the HR Director to discuss program requirements and my specific Relias curriculum.

\_\_\_ I understand that I am required to be actively working towards my certification to remain enrolled in the E Badge Academy. Inactivity will result my enrollment slot being re-assigned.

\_\_\_ I understand that in order to participate, I will need access to an email address where I can receive important communication about the program and complete my registration. *(Upon registration, you will be required to set up your account within 72 hours before the registration invitation expires.)*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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*Supervisor*

\_\_\_ I have reviewed this employee’s employment and training record and attest that they meet the minimum requirements as listed in the eligibility requirements.

\_\_\_ I agree to support this employee through the certification process and partner with them in their professional growth.

I recommend this employee for the E Badge Academy:

- Yes                                      No (If no, please state reason)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

## Instructions and Next Steps

### Employee:

- Complete application and return to direct supervisor
- Once supervisor has submitted application to HR Director, HR Director will contact you to schedule a welcome meeting, which will include reviewing your Relias transcript to identify how many certified training hours you have completed and what additional topics would be beneficial, as well as discuss an overview of the program.
- After your welcome meeting, you will receive a registration email from the NADSP E Badge platform inviting you to register. The system allows you 72 hours to complete your registration from the time the email is generated.
- Once you log into the E Badge platform, you will be able to see the E Badges available for you to earn, as well as the requirements. You may work on the E Badges at your own pace.
- Once you have earned all of the required E Badges for DSP I, II or III, you will have earned your certification! Human Resources will process your incentive pay.
- You can then begin working on your next certification!

### Supervisor:

- Receive E Badge application from employee.
- Review Employee's personnel file to ensure there are no corrective actions within the last 6 months.
- Review Employee's Relias to ensure they are up to date with their required Relias trainings. If they are not up to date, please advise the employee that you can submit their application as soon as they are current.
- If all requirements are met, submit application to Sabrina Di Marzio, HR Director.
- Employee will meet with HR Director and be enrolled in the program.
- Support the employee in their growth and pursuit of their certification!

Any questions, please contact plan administrator, HR Director Sabrina Di Marzio at 858-292-2033 or [sabrina.dimarzio@adjoin.org](mailto:sabrina.dimarzio@adjoin.org)

Best of luck in your growth and development!