



GLOBE STAR

621 Broadway • Chesterton, IN 46304 • Phone 219-921-5492 • Fax 219-921-0143

"Mentoring a Spirit of Gentleness for Individuals with Disabilities"

Today's Date: _____

Jessica Lawson
QoLI Mentor
Quality of Life Institute
915 N. Shelby Street
Miller, IN 46403

Dear QoLI Mentor:

This letter is to identify with the Quality of Life Institute that the Crewmember listed below has completed the following requirements for licensing, as dictated by the Quality of Life Institute. The documentation for the items checked below is attached to this letter.

_____ has completed the following:

Initial Teaching

- ▶ QoL-044 – Competencies for a Direct Service Worker — Practicum
- ▶ QoL-039 – Competencies for a Direct Service Worker — Office Teaching
- ▶ QoL-033 – Individualized Support Plan Teaching (*one form per Individual served*)

The Personal Teaching Plan for the Individual

Crewmember's Portfolio

Please issue the following certification to this Crewmember:

Direct Service Worker Permit

Direct Service Worker License

Direct Service Worker License, with Navigator certification

The Crewmember also fulfills basic State requirements for direct care staff (460 IAC 6-14-5):

1. Be at least eighteen (18) years of age.
2. Demonstrate the ability to communicate adequately in order to:
 - a. Complete required forms and reports of visits; and
 - b. Follow oral or written instructions.
3. Demonstrate the ability to provide services according to the individual's ISP;
4. Demonstrate willingness to accept supervision; and
5. Demonstrate an interest in and empathy for individuals.

Sincerely,

NAME

SIGNATURE

DATE

QoLI-220, rev. 08/2009