

Crewmember Licensing Protocol

Instructions for Mentors: Use this reference as you assist your caregivers in becoming licensed through the Quality of Life Institute. For more information on this process from the Caregivers' perspective, please read "QoLI-215 Crewmember's Portfolio manual". Please note that Caregivers who do not participate in this licensing procedure will not be able to provide services through Globe Star.

Before providing services to Individuals, Caregivers must complete the Initial Teaching curriculum. All teaching materials are available on the www.qoli.org web site in the "Online Forms" section. All topics on the following Globe Star forms must be completed:

- ▶ 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*)

Once the Initial Teaching curriculum is completed, complete QoLI form "QoLI-220 License Request Coversheet". Check only the box for "Initial Teaching" and request a "Direct Service Worker Permit." Sign and date this form. Scan-to-email it to Jessica Lawson, the QoLI Mentor, at jlawson@globe-star.org, with copies of QoL-044, QoL-039, and QoL-033 attached.

For the first three months of the Caregiver's employment, help the Caregiver to develop a "Personal Teaching Plan for the Individual" and a "Crewmember's Portfolio".

After two months of employment, the Quality of Life Institute will notify the Caregiver that the Portfolio is due at the end of the third month of employment.

At the end of three months of the Caregiver's employment, complete QoLI form "QoLI-220 License Request Coversheet". Check the boxes for "Initial Teaching", "Personal Teaching Plan for the Individual", and "Crewmember's Portfolio". Request a "Direct Service Worker License." Sign and date this form. Fax, e-mail, or snail-mail it to the Quality of Life Institute, with the following information attached:

- ▶ Copies of QoL-044, QoL-039, and QoL-033
- ▶ A copy of the completed "Personal Teaching Plan for the Individual"
- ▶ A copy of the Crewmember's Portfolio

At the end of one year of the Caregiver's employment and yearly thereafter, use QoLI-220 to submit the newest documentation for the Caregiver, in order to maintain licensed status.