

CHECKLIST FOR SUPPORT BROKERS

- **Complete application for Support Broker and submit to the DDP Training and Information Systems Manager.**
 - The application for Support Broker may be found on the State of Montana DPHHS website: <http://dphhs.mt.gov/dsd/DevelopmentalDisabilities/DDPselfdir.aspx>
 - Current DDP Training and Information Systems Manager contact information:
Kathleen Zeeck, Training and Information Systems Manager
Developmental Disabilities Program, DPHHS
111 Sanders, Rm 305
Helena, MT 59604
(406) 222-6952
kzeeck@mt.gov

- **If desired, request College of Direct Support (CDS) User Account information from the DDP Training and Information Systems Manager.**
 - The College of Direct Supports website: <https://login.elsevierperformancemanager.com/systemlogin.aspx>
 - The College of Direct Support is available to all Support Brokers if desired. It is recommended that Support Brokers are familiar with the training content of staff providing services to individuals self-directing services. When requesting a user account in CDS, please identify yourself as a Support Broker in order to be assigned the module required of Self-Direction direct service employees.

- **Complete Online DDP Support Broker Training**
 - Training may be obtained via the Montana Therap website at: <http://www.therapservices.net/montana/>
 - This training does not require log-in privileges to the Therap database. Access to the training is available by clicking the link labeled "Support Broker Training" within the Green Box on the right side of the website opening screen.
 - The Support Broker Manual is available under Self-Direction/Support Broker on the DDP Website at: <http://dphhs.mt.gov/dsd/DevelopmentalDisabilities/DDPselfdir.aspx>

- **Complete the Support Broker Examination**
 - The Support Broker Examination is an open book examination with questions based on information provided through the DDP Support Broker Training and handouts as well as The Support Broker Handbook.
 - The examination consists of two parts. The first part of the examination is a written examination containing true/false, multiple choice and matching questions.
 - The test is given by a proctor at the Montana Job Service and is expected to take no more than 90 minutes unless accommodation for special needs have been agreed to in advance. There is a possible 100 points on this part of the examination.
 - The second part of the examination is a practical take-home exercise in which the Support Broker is presented a situation and will describe appropriate actions to be taken and what assistance would be appropriate for the Support Broker to provide. The Support Broker candidate is allowed one week to complete this part of the examination. This exercise provides a possible extra 10 points to be added to the score achieved on the first part of the examination.
 - A combined total score of 80 points on both parts of the examination is required to be certified as a Support Broker.