

Office of Developmental Programs (ODP) Administrative Entity (AE) Training: Overview of the AE Operating Agreement

ODP Announcement 23-063

AUDIENCE:

- Administrative Entities (AEs)
- All Interested Parties

PURPOSE

To announce the release of a new training opportunity for Administrative Entity staff titled [Overview of the AE Operating Agreement](#) that is available on the MyODP website.

DISCUSSION

As part of a multiyear project, ODP is releasing a training for AEs to learn the background, content, and AE expectations related to the AE Operating agreement. All AE staff are required to complete this training and it is needed to fulfill the requirements of the AE Operating Agreement.

The training is offered in three parts with a total running time of 40 minutes. When the training is complete, a Certificate of Achievement will be issued.

Only registered users with an AE role in their MyODP Account Profile will be able to access the training and course materials. Contact the [MyODP Help Desk](#) if you need to update your profile.

The full navigation path to the *Overview of the AE Operating Agreement* course on MyODP is: [Topics > Training Intellectual Disability/Autism > Administrative Entity \(AE\) Training > Overview of the AE Operating Agreement](#).

ODP is currently organizing all AE specific trainings in a new course category on MyODP to easily identify and locate relevant AE training and resource materials. The course category will be called **Administrative Entity (AE) Training**.

QUESTIONS

If you have any questions, please reach out to ODP at RA-PWODP_OUTREACH@pa.gov.