

Training & Certifications

Training/Certification Submission



Please Note:

All Employees who have been identified as missing or are reaching the deadline to complete trainings and/or certifications (including those who transitioned from PPL) must submit proof of Training/Certification through the DCI portal.

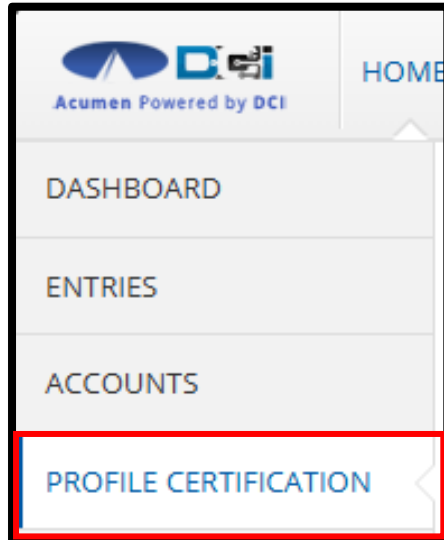
- To submit proof that a training/certification was completed, you must upload the required documentation through the DCI Portal (instructions are found on Slides 7 and 8).
- Employees should *not* email proof of their Training/Certification to Acumen.
- If the Employee has already been reimbursed through PPL, they will *not* be reimbursed again, however, in order to continue to clock-in/clock-out, the employee must add proof of Training/Certification through the DCI portal.
 - If the Training/Certification is not on file, the Employee would *not* be able to clock-in/clock-out.

Training/Certification Submission

Employees can verify if their Trainings/Certifications are expiring soon in the Dashboard when logged into the DCI portal.

Expiring Certifications		
Certification Name	Certification Expiration Date	Link to Certification Course

If the Trainings/Certifications already expired, this will be visible in the **Profile Certification** tab on the submenu.



Certifications							Showing 11 out of 11 records
Id	Certification Name	Certification Date	Certification Expiration Date	Expiration Reminder Start	Last Reminder Sent Date	Status	
336917	NJ DDD CPR Certification	07/11/2023	07/11/2025	04/12/2025		Expired	
337312	NJ DDD Standard First Aid Certification	07/11/2023	07/11/2025	04/12/2025		Expired	
337707	NJ DDD Life Threatening Emergencies (Danielle Law)	11/29/2022	12/31/2222	10/02/2222		Active	
338104	NJ DDD Stephen Komminos' Law	11/27/2022	12/31/2222	10/02/2222		Active	
338501	NJ DDD Prevent Abuse, Neglect, & Exploitation	11/29/2023	12/31/2222	10/02/2222		Active	
338898	NJ DDD Medicaid Fraud, Waste and Abuse	11/29/2023	12/31/2222	10/02/2222		Active	
339291	NJ DDD Medication Supports Training	11/11/2024	12/31/2222	10/02/2222		Active	
346581	NJ DDD CPR Certification	07/11/2023	01/09/2026	10/11/2025	12/08/2025	Expired	
346582	NJ DDD Standard First Aid Certification	07/11/2023	01/09/2026	10/11/2025	12/08/2025	Expired	
357785	NJ DDD CPR Certification	08/05/2025	08/05/2027	05/07/2027		Active	
357786	NJ DDD Standard First Aid Certification	08/05/2025	08/05/2027	05/07/2027		Active	

Training/Certification Submission



Transitioning Employees (PPL-to-Acumen):

A communication was sent out letting Transitioning Employees (PPL-to-Acumen) know that since they were a transitioning employee from PPL, the Division allowed them **60 days from their Acumen Good-to-Go date** to submit the required documentation to Acumen to provide proof of trainings and/or certifications.

They would need to submit:

- A current CPR/First Aid certification certificate.
- A transcript from the College of Direct Support that shows they successfully completed all mandated trainings.

New Employees with Acumen:

Have **6 months** from the date they were made Good-to-Go to complete applicable mandatory trainings/certifications and provide proof to Acumen.

In order for Acumen to process the Trainings and/or Certifications submitted, please submit proof at least **5 business days** *before* they expire to avoid being prevented from entering punches while Acumen is processing. Should this occur, the Employee will be able to enter historical time entries, if proof of trainings/certifications were completed according to mandatory requirements (completed within 6 months from date they were made Good-to-Go and passing score), however, the entries would not be EVV compliant.

Training/Certification Submission



To submit proof that a training/certification was completed, you must upload the required documentations through the DCI Portal.

- The next slide contains the list of documents required per training/certification.
- Slides 7 and 8 include instructions on how to submit the training/certification proof through the DCI Portal.

Acumen will review the trainings/certifications to determine whether they meet mandatory requirements (completed within 6 months from date they were made Good-to-Go and passing score) and employee is eligible for reimbursement.

Please Note:

- Mandatory CDS trainings can only be submitted for reimbursement **ONE** time.
- CPR/First Aid Certification can be submitted initially and every two years thereafter for re-certification.
- This process is for Employees who completed their trainings/certifications while enrolled with Acumen.
 - If training/certification was completed with PPL before the Employee was made Good-to-Go with Acumen, the Employee will **not** be reimbursed by Acumen, **except** for future CPR/First Aid Re-certifications.

Training/Certification Required Documents



Employees are required to upload the documents listed below in the DCI Portal for each applicable training or certification.

- **NJ DDD CPR Certification**
 - Employee must submit proof of certification and proof that practicum was completed in person.
- **NJ DDD Standard First Aid Certification**
 - Employee must submit proof of certification and proof that practicum was completed in person.
- **NJ DDD Life Threatening Emergencies (Danielle Law)**
 - Employee must submit completed CDS transcripts with a passing score of 80% and the [SDE Attestation Individual Family Orientation form](#).
- **NJ DDD Medicaid Fraud, Waste and Abuse**
 - Employee must submit completed CDS transcripts with a passing score of 80%.
- **NJ DDD Prevent Abuse, Neglect, & Exploitation**
 - Employee must submit completed CDS transcripts with a passing score of 80% and the [PANE Competency Assessment 2025 form](#).
- **NJ DDD Stephen Komninos' Law**
 - Employee must submit completed CDS transcripts with a passing score of 80%.

Training/Certification Submission Instructions

To Submit Trainings/Certification Proof:

1. Log into [DCI Portal](#)
2. On the Dashboard, find the blue **Add Entry** button.



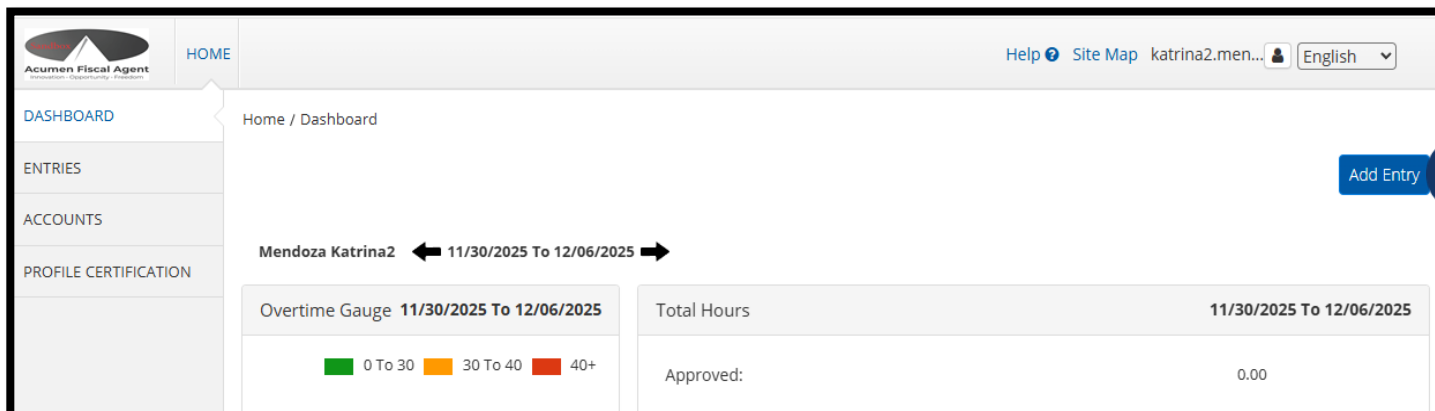
Sign In

Username 1

Password

Remember me [Forgot your password?](#)

Sign In



Acumen Fiscal Agent

HOME Help Site Map katrina2.men... English

DASHBOARD Home / Dashboard

ENTRIES

ACCOUNTS

PROFILE CERTIFICATION

Mendoza Katrina2 ← 11/30/2025 To 12/06/2025 →

Overtime Gauge 11/30/2025 To 12/06/2025

0 To 30 30 To 40 40+

Total Hours 11/30/2025 To 12/06/2025

Approved: 0.00

Add Entry 2

Training/Certification Submission Instructions



Complete the Form Wizard:

1. Entry Type: **Punch**
2. Employee Name: Greyed out but will be **your name** (the SDE)
3. Account Type: **Hourly**
4. In the Client box, type **NJ Certifications & Trainings** and grab it from the drop down
 - If you do not see this appear in the drop down, please reach out to your Acumen Agent
5. Select the corresponding Service Code from the drop-down menu
 - For example, "NJ DDD CPR Certification"
6. Service Date is the **date the training or certification was completed**
7. Check In/Check Out Times: **One Hour Total** (Example: Check In: 8 am, Check Out 9 am)***Note:** *This duration is not reflective of actual time spent completing a training/certification. You will be reimbursed the published rates (Slide 9) for each training/certification completed, regardless of amount of time spent.*
8. Attachment: Attach **the proof training/certification was completed**
9. Click **Save**
10. Click **Yes** on the Alert

**The proof of trainings/certifications have been submitted!
Acumen will review and if eligible issue the appropriate reimbursement to the Employee.**

The screenshot shows the 'Add New Entry' form with the following fields and callouts:

- 1. Entry Type: Punch
- 2. Employee Name: Mendoza Katrina2
- 3. Account Type: Hourly
- 4. Client: NJ Certifications & Trainings - 123456
- 5. Service Code: NJ DDD CPR Certification
- 6. Service Date: 12/01/2025
- 7. Check In: 8:00 AM
- 7. Check Out: 9:00 AM
- 8. Attachment: Choose File (CPR Certification - Katrina Mendoza.pdf)
- 9. Save button

Other fields include: Check Out Date: 12/01/2025, Diagnostic Code: Diagnostic Code, Notes: CPR/First Aid Certification Reimbursement, and NJ Vendor Entry Alternative Sign Off: No I have NOT received a signature on the invoice.

Training/Certification Reimbursement



Reimbursement breakdown by Training/Certification:

Training/Certification	Reimbursement Amount
NJ DDD Standard First Aid Certification	\$97.76
NJ DDD CPR Certification	\$97.76
NJ DDD Medicaid Fraud, Waste and Abuse	\$7.96
NJ DDD Life Threatening Emergencies (Danielle Law)	\$10.03
NJ DDD Stephen Komninos' Law	\$13.21
NJ DDD Prevent Abuse, Neglect, & Exploitation	\$52.06
NJ DDD Medication Supports Training*	\$51.74

*Not all Employees will be required to complete the **NJ DDD Medication Supports Training** and therefore will not be reimbursed for it.

Training/Certification Reimbursement



What to expect after submitting proof of training/certifications?

- If all required documentation is submitted correctly, Acumen will review it to determine whether the trainings/certifications meet mandatory requirements (timeline of completion from date they were made Good-to-Go and passing score) and employee is eligible for reimbursement.
- Only employees who meet the eligibility criteria will receive reimbursement, which will be issued within one to two payroll cycles.
- If the documentation provided is not correct or complete, an agent will reject the entry and advise the employee that the entry must be resubmitted correctly.