



State of Connecticut
Department of Developmental Services



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Web-Based Training Guidelines for DDS Employees

As a DDS employee, you may access web-based training (such as the College of Direct Support) using state-owned computer equipment and during scheduled work hours only if it is applicable to your current job, and only with your supervisor's approval.

If you are required by your supervisor to complete specific web-based training courses, he/she must allow you to do so using state-owned computer equipment and during scheduled work hours.

You may choose to access non-required web-based training, including College of Direct Support courses, outside of your scheduled work hours and using your own personal (or other non-state-owned) computer equipment. In that case, it will be considered to be on your own time, and you will not receive compensation of any kind for those hours.

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