



Initial Enrollment Form for DSPs

Viewing Purposes Only

May 2026



**DIRECT
SUPPORT
PROFESSIONAL
UNIVERSITY**

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PURPOSE

Thank you for reviewing this document. Please note this document is a read-only PDF intended for viewing purposes only. If you are a Direct Support Professional (DSP) and meet all eligibility requirements, you can access the official form here:

INSTRUCTIONS

1. This is the first page you will see when you sign up for EDGE. EDGE is the Department of Developmental Services' (Department) new system for online learning. It is for DSPs only. You will use it to take training and build your skills.

Welcome!

You've been invited to complete this enrollment form to access the California Department of Developmental Services' new learning management system: Employee Development, Growth, and Education (EDGE).

EDGE is your pathway to professional development and learning resources designed to support your role as a Direct Support Professional (DSP). Once your EDGE account is created, you'll have access to content tailored specifically to DSPs such as DSP University.

Please take a few moments to complete the enrollment form carefully and completely. The information you share will help us create your account and get you started.

2. Before you start, you will see a link called "Notice of Personal Information Collection." This notice explains what information the Department collects and how it is protected. To continue, check the box to show that you have read and understand the notice. Then click the "Next" button at the bottom of the page.

Please take a few moments to complete the enrollment form carefully and completely. The information you share will help us create your account and get you started.

Please read: [Notice of Personal Information Collection](#)

I have read and understand the Department's Notice of Personal Information Collection about how my information is collected, used, and protected.

NEXT →

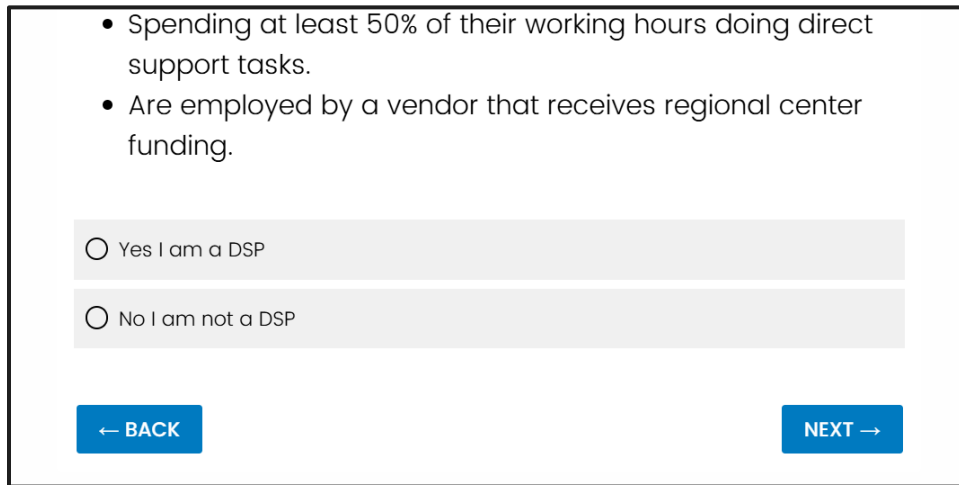
3. This enrollment form was made for DSPs. A DSP supports people with intellectual and developmental disabilities in daily life. This includes helping people build skills, stay safe, and take part in home or community activities. Read through the list to make sure your job matches the work of a DSP.

We ask everyone who signs up for EDGE to review and confirm the statements below. Anyone can use EDGE and take the courses, but only people who meet certain Direct Support Professional (DSP) requirements may qualify for possible future payments.

DSPs are paid workers whose responsibilities include:

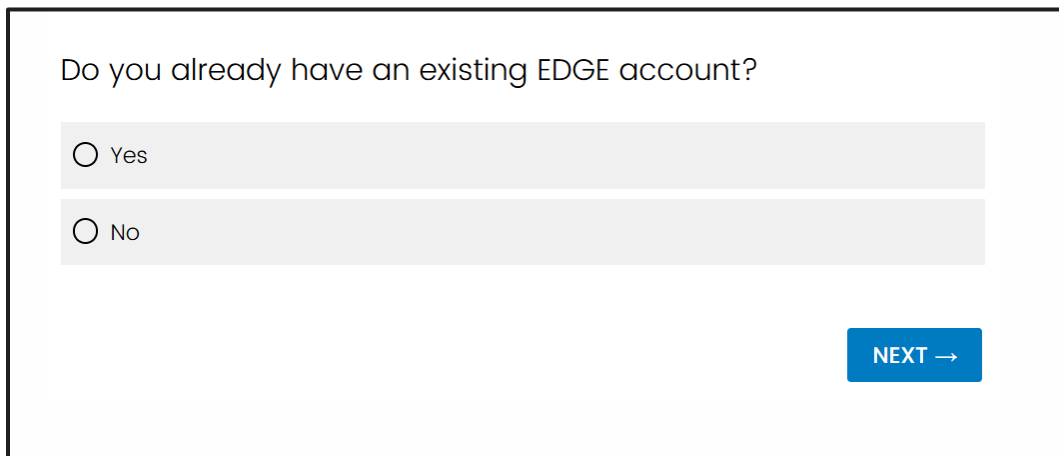
- Primarily providing direct support to children and/or adults with intellectual and developmental disabilities (IDD).
- Providing support and supervision.
- Supporting people to learn new things, or to continue to do as much as they can on their own.
- Ensuring optimal health and safety and helping with the upkeep of a person's home to ensure it is clean, safe, and hazard-free.
- Assisting individuals with IDD with skills development, guidance, and personal assistance.

4. When you are ready, choose “Yes, I am a DSP” if you meet the requirements. Choose “No, I am not a DSP” if you do not. After you make your choice, click “Next” to go to the next step.



A screenshot of a survey question. At the top, there are two bullet points: "Spending at least 50% of their working hours doing direct support tasks." and "Are employed by a vendor that receives regional center funding." Below the bullet points are two radio button options: "Yes I am a DSP" and "No I am not a DSP". At the bottom left is a blue button with a left arrow and the text "BACK". At the bottom right is a blue button with the text "NEXT" and a right arrow.

5. This page asks if you already have an account. Each DSP should have only one EDGE account. More than **one** account can cause problems, like training not showing under the right name or the wrong person getting credit. If you already have an account, choose “Yes,” and you will go to the sign-in page. If you know you have an account but cannot log in, **do not make a new one**. Email the EDGE Help Desk at **EDGE@dds.ca.gov**, and the team will help you get back in. After you make your choice, click “Next” to continue.



A screenshot of a survey question. The question is "Do you already have an existing EDGE account?". Below the question are two radio button options: "Yes" and "No". At the bottom right is a blue button with the text "NEXT" and a right arrow.

6. On this page, you will enter your basic personal information. This includes your first name, last name, and date of birth. For the email box, use your personal email, not your work email. A personal email stays with you even if you change jobs. It also helps you keep access to your EDGE account. After you fill in all four boxes, click “Next” to continue.

DSP Primary Information:

First Name	<input type="text" value="Sarah"/>
Last Name	<input type="text" value="Lee"/>
Date of Birth (mm/dd/yyyy)	<input type="text" value="02/12/1999"/>
Email (Use Personal Email)	<input type="text" value="sarahlee@gmail.com"/>

[NEXT →](#)

7. On this page, you will enter your driver’s license number or State ID number. You will also enter the state that issued it and the expiration date. This information confirms who you are and keeps your training records accurate. After you fill in all three boxes, click “Next” to continue.



DSP Driver's License Information:

Driver's License/ Identification Number

Issuing State

License/ID Expiration (mm/dd/yyyy)

[← BACK](#) [NEXT →](#)

- On this page, you can review all the information you have entered. Check your name, date of birth, email address, and your driver's license or ID details. If anything is wrong, click the "Back" button to return to the earlier page and fix it.

Please review your primary information before proceeding:

Primary Information	
First Name:	Sarah
Last Name:	Lee
Date of Birth:	02/12/1999
Email:	sarahlee@gmail.com

License Information	
Driver's License/Identification Number:	D757334
Issuing State:	CA
Expiration:	10/12/2028

Please use the "Back" button to make any necessary changes.



9. Once you click “Next,” you will not be able to change this information on your own. If you need changes later, you must contact the EDGE Help Desk at EDGE@dds.ca.gov. If everything is correct, click “Next” to continue.

Please use the "Back" button to make any necessary changes.
Select "Next" to proceed.

You will not be able to make changes to this information past this point.

[← BACK](#) [NEXT →](#)

10. On this page, you will enter your phone number, home street address, city, and zip code. Next, you will see a list of ethnicity options. You can choose the option that describes you, choose more than one, or select “Choose not to disclose” if you do not want to share this information.

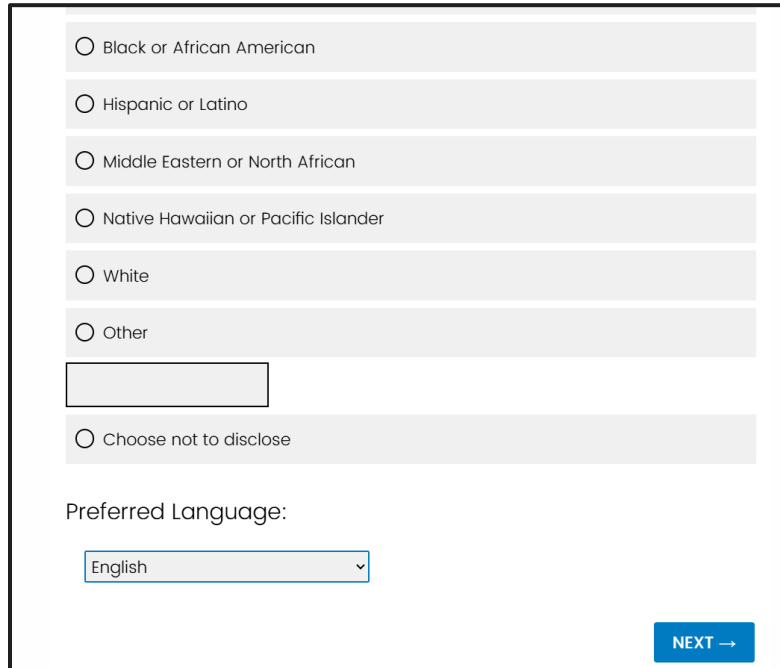
DSP Information:

Phone Number (xxx-xxx-xxxx)	213-867-5309
Home Street Address	1325 Main st.
Home City	Sacramento
Home Zip Code	91654

Ethnicity:

American Indian or Alaska Native

11. At the bottom of the page, choose your preferred language. This helps us plan which languages to offer on EDGE in the future. It also helps make sure learners can use training in the language that works best for them. When you are finished, click “Next” to continue.



The screenshot shows a survey form with the following elements:

- Radio button options for ethnicity: Black or African American, Hispanic or Latino, Middle Eastern or North African, Native Hawaiian or Pacific Islander, White, and Other.
- An empty text input field for a custom ethnicity response.
- Radio button option: Choose not to disclose.
- Section header: Preferred Language:
- A dropdown menu currently showing "English".
- A blue button labeled "NEXT →" in the bottom right corner.

12. On this page, we ask if you communicate with the person you support, or their family, in a language other than English. The Department uses this information to help plan a new program that will offer extra training and incentives for DSPs who use other languages at work. Please answer based on your daily interactions. Choose “No” if you mostly use English. You will then go to the next page. For this demo, we select “Yes.” When you choose “Yes,” two drop-down boxes will appear. Select the other languages you use. When you are ready, click “Next” to continue.

Do you often communicate with the person you support, or their family, in a language other than English?

Yes

No

Language 1

German

Language 2 (Optional)

Tagalog

← BACK

NEXT →

13. On this page, you will enter information about the service provider you work for. This information is different for each provider, and many DSPs may not know it by memory. It is important to check these details with your employer before you continue. Make sure the provider's name, address, and vendor ID are correct. You will also enter the name, email, and phone number of your employer's main contact person. This is usually a supervisor or an administrator.

Please check with your employer to make sure the information you provide below is accurate. Having the correct information helps us set up your EDGE account, avoid delays, and prevent errors with any possible future payments for your training.

Organization Information:

Provider/Organization Name	Best Service Provider
Provider Address	1234 Provider Way
Vendor ID	V5356
Primary Point of Contact Name	Amanda Smith

14. At the bottom of the page, choose the regional center your organization works with. Having the correct information helps set up your EDGE account properly. It also helps prevent delays and problems with future training payments. When everything is correct, click "Next" to continue.

Primary Contact Email	amanda.smith@yahoo.com
Primary Contact Phone (xxx-xxx-xxxx)	323-554-4584
Regional Center your organization is associated with:	
North Bay Regional Center ▼	
← BACK	NEXT →

15. On this page, you can review the information you entered about yourself and your employer. Check your contact information, ethnicity, preferred language, any languages you use at work, and all of your provider's details. If something is wrong, click the "Back" button to return to earlier pages and fix it.

Please review your information before proceeding:

DSP Information	
Phone:	213-867-5309
Home street address:	1325 Main st.
City:	Sacramento
Zip Code:	91654
Ethnicity:	Asian
Preferred Language:	English
Bilingual:	Yes
Language 1 (if applicable):	German
Language 2 (if applicable):	Tagalog

Provider Information	
Provider/Organization Name:	Best Service Provider
Provider Address:	1234 Provider Way
Vendor ID:	V5356

16. Again, if something is wrong, click the "Back" button to fix it on the earlier pages. Once you click "Next," you cannot change this information on your own. If you need corrections later, you must contact the EDGE Help Desk at EDGE@dds.ca.gov. If everything is correct, click "Next" to continue.



Provider Address:	1234 Provider way
Vendor ID:	V5356
Primary Point of Contact Name:	Amanda Smith
Primary Contact Email:	amanda.smith@yahoo.com
Primary Contact Phone:	323-554-4584
Regional Center Provider/Organization Affiliation:	North Bay Regional Center

Please use the "Back" button to make any necessary changes. Select "Next" to proceed.

You will not be able to make changes to this information past this point.

← BACK NEXT →

17. This is the final page before you submit your information. It explains that every DSP who signs up for EDGE receives a unique ID number. This number helps track your training, your progress, and your access to courses. You should only create one EDGE account. If you try to create a second account, it will be flagged and may cause problems with your training or credit. If everything is correct and you are ready, click "Submit" to finish your registration.

Unique Identification Notice:

Each DSP will receive a unique identification number. This number helps us track your training, progress, and access. If someone submits more than one account, it will be flagged and could cause problems with accessing trainings or courses.

← BACK Submit

18. After you click "Submit," a confirmation page will appear. This message tells you that your information was sent successfully. You will then receive an email saying

your request was received. The system will start creating your account, and you will get another email when your account is ready. That email will include your username and a temporary password. It will also explain how to log in to EDGE and how to access training like DSP University. If you have questions or need help, you can contact the EDGE Help Desk at EDGE@dds.ca.gov. This is the end of the enrollment walkthrough. At this point, the DSP should get an automated email with their username and password

Thank you!

Your information has been successfully submitted.

Once your account has been processed, you'll receive an email with your username and a temporary password, along with instructions for how to login and complete registration with EDGE. Once registration is completed you will be able to access available DSP University content.

Please contact EDGE@dds.ca.gov for any further questions.

HOW AND WHERE TO GET HELP

- For technical troubleshooting including requests for assistance with login and navigation of the system, contact the CSUS-CCE Help Desk at: cce-dds-support@csus.edu.
- Curriculum/Training content related questions: workforce@dds.ca.gov.
- Service and Workforce Development Branch (enrollment, participation, completion): EDGE@dds.ca.gov