



***ACRE Employment Services Certificate with an Emphasis on Customized Employment
Association of Community Rehabilitation Educators***

Facilitated by Penn-Mar Human Services, Inc. & TransCen, Inc.

Penn-Mar's Employment Services Certificate Training (with an Emphasis on Customized Employment) was developed by Penn-Mar Human Services and TransCen and is endorsed by the Association for Community Rehabilitation Educators (ACRE). This training provides a strong foundation of the key components and best practices for providing Discovery, Customized Job Development and Workplace Supports. The training content incorporates lecture, case studies and a variety of activities and assignments to provide participants an opportunity to apply and put into practice what is learned in class. Penn-Mar's ACRE training shares lessons learned, processes, and experiences with participants. Each training session is four hours and conducted via ZOOM over a two-month period. After the final session, participants will have an additional two weeks to complete and submit any remaining field assignments. Throughout the course, instructors will be available to participants. Microsoft SharePoint will be used to access course materials, track completed assignments, and provide trainees feedback on their work.

To receive an "ACRE Certificate of Achievement", participants must attend all 10 virtual classroom sessions (40 hours of training) and successfully complete all activities and field-based assignments.

Sessions 1-2 (2/7, 2/8)

Application of Core Values and Principles of Practice

This 2-day session focuses on the history, core values, and principles of Supported Employment. This includes the rights and responsibilities of people receiving services, ethical guidelines, and philosophy of community employment, as well as disability legislation, funding, regulations, and policies impacting people with disabilities.

Session 3-5 (2/9, 2/15, 2/16)

Assessment & Career Planning

This 3-day session focuses on individualized assessment and employment/career planning. Discovery is introduced as the foundation of career planning and participants will learn how to design and implement a discovery process for employment seekers. This includes learning how to gather information about the employment seeker (skills, interests, community connections, conditions for success) while encouraging the employment seeker's active participation and decision making throughout the career planning process. Participants will have an opportunity to complete each step of the discovery process with an employment seeker, learn how to facilitate a customized employment planning meeting, and develop a vocational profile. Trainees will learn the basics of self-employment/entrepreneurship, the impact of wages on disability benefits, availability of work incentives, and how to make referrals to other agencies for assistance.

Session 6-8: (3/7, 3/8, 3/9)

Community Research & Job Development

This 3-day session provides an overview of customized employment and uses the information obtained about the employment seeker during discovery process to create a Job Development plan. Participants will learn how to develop relationships with businesses, assist employment seekers with the job search process, develop employment proposals, understand LEAN process improvement, and negotiate a win-win job match based on the employment seeker's ideal conditions of employment and the needs of a business. Participants will have an opportunity to complete each step of the job development process with an employment seeker.

Session 9-10: (3/15, 3/16)

Workplace & Related Supports

This 2-day session focuses on developing workplace supports with an overview of systematic instruction. Participants will learn how to do an effective job analysis, implement job training, fading plans, and strategies for developing comprehensive workplace supports. Participants will learn creative strategies to ensure the employee enters the job in the most inclusive manner possible and help them to maximize their job performance and meet the expectations of the workplace.

All Sessions are 9am to 1pm

Facilitator: Kevin Walker has over 25 years' experience with **Penn-Mar Human Services**, and served in various direct support, managerial, and leadership roles before becoming the Director of Business Development. Kevin spearheaded Penn-Mar's Employment 1st initiative in 2009, and for the past 6 years has provided training and technical assistance to like-minded provider organizations. Kevin is a certified Work Incentive Practitioner and a 2020 graduate of Leadership Baltimore County. He is recognized as a subject matter expert on employment and serves on the Maryland Employment 1st leadership team.

Facilitator: Sean Roy is the Chief Innovation and Training Officer at **TransCen** and has an extensive background and expertise in training employment services staff, strategic planning, family engagement and building the capacity of providers to partner effectively with families during the transition process. Mr. Roy was the lead on the RRTC on VR Practices for Youth and Young Adults and is a state liaison with the YES Center (yestoemployment.org). Mr. Roy previously was the Co-Director of PACER's National Parent Center on Transition and Employment, a national technical assistance and advocacy center providing quality transition information to families and effective professional capacity building to professionals. Mr. Roy is a highly regarded trainer and collaborator.