The Arc of PA – Making Employment Work ACRE Certification Course Outline

Day 1
- **Topic 1 - Foundations**
  - History of Work Support
  - Federal Legislation
  - Pennsylvania Legislation
  - How are Support Services Funded?
  - Supported Employment Goals
  - Supported Employment and Customized Employment
  - The Values and Philosophy of Support
  - Values in Employment Support Practices
  - Assistive Technology
- **Topic 2 – Transition**
  - Secondary Transition
  - Pre-ETS Group Services
  - Pre-ETS Individual Services
- **Topic 3- Career Planning**
  - Person Centered Career Planning
  - Financial Considerations for Workers with Disabilities
  - Work Incentives
  - Self-Employment

Day 2
- **Topic 4 - Discovery**
  - What is Discovery
  - Getting to Know the Individual
  - Translation
  - Identifying Interests, Skills and Conditions for Success
  - Descriptive Writing
  - Discovery Profile
  - Customized Plan for Employment
  - Supported Employment Compared to Customized Employment
- **Topic 5 – Marketing and Job Development**
  - Job Development Services
  - Understanding the Business Community
  - Marketing to Your Audiences
  - Connecting to the Business Community
  - Informational Interviews
  - Great Reasons for Employers to Hire People with Disabilities
  - Addressing Employer Concerns
  - Interview Skills
  - References
  - Cover Letter
  - Resumes
  - Visual Resumes
  - Self-Employment

Day 3
- **Topic 6 – Work Support**
  - Workplace Supports
  - Job Retention
  - Workplace Comportment and Providing Soft Skills Supports
- **Topic 7 – Systematic Instruction**
  - The Structure of Systematic Instruction
  - Job Analysis
  - Identifying the Types of Job Tasks
  - Teaching Job Tasks: Method, Correctness, and Criterion
  - Task Analysis
  - No News is Good News
  - Video on Teaching
  - Data Collection
  - 7-phase Sequence
- Next Steps – Assignments and Braincert