

# The Arc of Pennsylvania's Making Employment Work ACRE Basic Certification Handbook

This ACRE Basic Certification course consists of 3 days of in-person classes, homework assignments, and self-paced online content. You will need to fulfill the following requirements in order to be certified.

1. Attend all 3 virtual classes. 9am – 3:30pm eastern.
2. Complete homework assignments within the instructor's deadline - 21 days.
3. Complete all work in the self-paced online course within 30 days of receiving the invitation link.
4. Pay the registration fee.

Failure to complete these 4 requirements will prevent you from receiving your ACRE certificate.

**Attendance:** You are expected to attend all scheduled classes. We cannot grant exceptions to missing these classes. Should you miss a class and want certification, then you will need to contact Anthony Chan ([achan@includemepa.org](mailto:achan@includemepa.org)) to discuss how to proceed with certifications.

**Assignments:** Homework will be assigned throughout the 3 days of in person classes. Assignments are - due within 21 days of receiving the assignment unless otherwise specified. You are expected to complete all assignments before you can receive your ACRE certificate. Please put your name in the title of the document when returning your completed assignment. List of assignments:

- Day 1 web search
- Disclosure activity
- ADA Scenarios
- Descriptive Note Taking
- Day 2 Web Search
- Activity Creating a Brochure
- Developing Relationships with Businesses Worksheet
- Elevator Pitch worksheet
- Job Development Scenarios
- Building Workplace Supports and Fading Worksheet
- Identifying Skills, Interests and Supports Assignment
- Job Analysis
- Task Analysis/Zoom call with instructor
- LMS ( 4 lectures, 4 quizzes) – 30 days to complete this

**Assignment grading policy:** Our goal is for the participant to have grasped the core concept covered in each assignment. We expect all assignment to be completed by the individual student. While you can work in groups, we expect all assignment to be answered in your own words. The use of AI is prohibited as it may undermine your ability to practice and learn essential skills that will be used in the field of supportive employment. If we suspect that the assignments do not meet our standards your may ask you to redo the assignment.

**Self-paced course:** The second half of The Arc of PA's ACRE certification course consists of recorded videos, reading assignments and tests which are hosted on TalentLMS. You can access and complete this material at any time. All attendees must complete this material within 30 days of receiving access to the course. Links to take this portion of the course will be sent to attendees after completing the 3 days of in-person classes.

**Due dates:** Unless otherwise noted, assignments are due within 21 days of issuance. Self-paced content from TalentLMS is due within 30 days of Day 3 of zoom classes. Exceptions will be handled on a case-by-case basis. If you need extra time, please contact your assigned instructor or email Anthony Chan at [achan@includemepa.org](mailto:achan@includemepa.org). All work must be completed within 6 months or you will have to retake the course.

**Equipment:** You are required to have a computer with internet and Google Chrome to participate in our webinars. Lack of such equipment will not excuse you from attending our online courses.

**Registration Fee:** You or your organization are expected to pay the registration fee to The Arc of PA before the first day of class. You will not receive ACRE Certification until you have paid your fee.

**Certification:** Upon completion of the course, email Anthony Chan at [achan@includemepa.org](mailto:achan@includemepa.org). Anthony will notify the ACRE National group and you will receive a copy of your certificate, via email, directly from ACRE. Issuance of the certificate by ACRE can take between 3-7 business days. The certificate will come from [info@acreducators.org](mailto:info@acreducators.org). If you do not receive your certificate within this time frame, please contact Anthony for follow up.