

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

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

1. Attend all Zoom classes scheduled for the course.
2. Complete homework assignments within the instructor's deadline - 7 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 Nicole Turman ([nturman@includemepa.org](mailto:nturman@includemepa.org)) or Jennifer Hipps ([jhipps@includemepa.org](mailto:jhipps@includemepa.org)) to discuss how to proceed with certifications.

**Assignments:** Homework will be assigned throughout the 3 days of Zoom classes. Assignments are due within 7 days of receiving the assignment unless otherwise specified. You are expected to complete all assignments before you can receive your ACRE certificate. While you are allowed to work with others, you are expected to hand in your own work. Please put your name in the title of the document when returning your completed 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 Braincert. 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 Zoom classes.

**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.