

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

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 in-person classes. 9am – 3:30pm.
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) or Jennifer Hipps (jhipps@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 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. List of assignments:

- Day 1 web search
- Day 1 disclosure activity
- Day 2 ADA Scenarios
- Day 2 Descriptive Note Taking
- Day 2 Web Search
- Day 2 Activity Creating a Brochure
- Day 3 Job Analysis
- Day 3 Task Analysis/Zoom call with instructor
- Braincert(4 lectures, 4 quizzes)

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 in-person classes.

Due dates: Unless otherwise noted, assignments are due within 7 days of issuance. BrainCert 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. 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.