

Virtual ACRE Certification
Course Syllabus

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This course provides a national certificate through the Association of Community Rehabilitation Educators (ACRE) in Customized Employment. The course consists of ten webinars, as outlined in the schedule below, accessed through Adobe Connect. Your course will have a lead instructor, though several instructors will teach individual sections of the course. In addition to participating in the webinars you will have accompanying readings, interactive activities, and assignments. To receive a certificate, you must:

- Attend all ten sessions;
- Complete and submit all assignments; and
- Score at least 80% on the post-test.

Your first course will start **May 6, 2020 at 9:00 a.m. to noon Eastern Time**. All assignments will need to be completed and submitted on the day assigned, so please make sure to allow an extra hour in your day to complete these. The course will run daily through **May 19th.**

Schedule:

Wednesday, May 6: **Introduction to Customized Employment, Part 1**
Instructors: *Nancy Brooks-Lane and Doug Crandell*
Pre-Test

Thursday May 7: **Introduction to Customized Employment, Part 2**
Instructors: *Nancy Brooks-Lane and Doug Crandell*

Friday, May 8 **Discovering Personal Genius, Part 1**
Instructors: *Patty Cassidy and Marsie Hartman*

Monday, May 11 **Discovering Personal Genius, Part 2**
Instructors: *Patty Cassidy and Marsie Hartman*

Tuesday, May 12 **Discovering Personal Genius, Part 3**
Instructors: *Patty Cassidy and Marsie Hartman*

Wednesday, May 13 **Systematic Instruction, Part 1**
Instructors: *Beth Keeton and Bob Niemiec*

Thursday, May 14	**Systematic Instruction, Part 2** Instructors: *Beth Keeton and Bob Niemiec*
Friday, May 15	Customized Job Development and Interest-Based Negotiation, Part 1 **Instructor: *Russell Sickles***
Monday, May 18	Customized Job Development and Interest-Based Negotiation, Part 2 **Instructor: *Russell Sickles***
Tuesday, May 19	Customized Self-Employment **Instructors: *Janet Steveley and Ashlea Lantz*** Post-test

Class Participation:

It is expected that during the webinar sessions that you:

1. Keep your camera on;
2. Actively participate in class activities (vocally or using the chat feature); and
3. Participate in small group break-out sessions.

Assignments:

You MUST complete and submit your assignments the day they are assigned. All of your assignments must be submitted **no later than May 20, 2020.**

All assignments can be uploaded to: assignments@griffinhammis.com.

Pre-Post Test:

The Pre-Post test consist of ten multiple choice and true/false questions. You need to score a minimum of 80% on the post-test to receive an ACRE Certificate. You will have two chances to complete the post-test.

ACRE Certificates:

To earn the CBTAC certification, you must:

1. Participate in all ten webinars;
2. Complete and submit all assignments, no later than May 20th.
3. Score a minimum of 80% on the post-test.

Course Support:

The course uses a combination of webinars, online activities and assignments that are available through each lesson.

Janet Steveley will be your lead instructor for the course and will oversee scheduling, questions, and completion of course requirements. Please do not hesitate to contact Janet if you have questions or need assistance, though questions regarding specific topics may be directed to other course instructors.

Janet Steveley: jsteveley@griffinhammis.com

Additionally, for technical support, please contact Dallas Yate from Griffin-Hammis Associates. You can reach Dallas at:

Dallas Yates: dyates@griffinhammis.com

NOTE: *The materials used in the course are the property of Griffin-Hammis Associates and/or the Center for Social Capital. They may not be used beyond the scope of this class without the written consent of Griffin-Hammis.*