

Virginia DARS Virtual CE ACRE Training  
October and November 2020

Hello and welcome to the **Customized Employment ACRE Certificate Virtual Training Program!** We are very happy you are joining us for this 10-day Customized Employment training course, which includes instructor-led virtual training, group discussions, activities, and assignments. This email will provide you with information you will need to participate in this course, as well as contact information should you have any questions.

**Course dates:**

October 20 and October 22: **Introduction to Customized Employment**  
Nancy Brooks-Lane, [nbrookslane@griffinhammis.com](mailto:nbrookslane@griffinhammis.com)  
Doug Crandell, [dcrandell@griffinhammis.com](mailto:dcrandell@griffinhammis.com)

October 27 and October 29: **Discovering Personal Genius**  
Marsie Hartman, [mhartman@griffinhammis.com](mailto:mhartman@griffinhammis.com)  
Patty Cassidy, [pcassidy@griffinhammis.com](mailto:pcassidy@griffinhammis.com)

November 2 and November 5: **Customized Job Development and Interest-Based Negotiation**  
Corey Smith, [csmith@griffinhammis.com](mailto:csmith@griffinhammis.com)  
Russell Sickles, [rsickles@griffinhammis.com](mailto:rsickles@griffinhammis.com)

November 10 and November 12: **Systematic Instruction and Job Site Supports**  
Beth Keeton, [bkeeton@griffinhammis.com](mailto:bkeeton@griffinhammis.com)  
Bob Niemiec, [bniemiec@griffinhammis.com](mailto:bniemiec@griffinhammis.com)

November 17 and November 19: **Customized Self-Employment**  
Janet Steveley, [jsteveley@griffinhammis.com](mailto:jsteveley@griffinhammis.com)  
Ashlea Lantz, [alantz@griffinhammis.com](mailto:alantz@griffinhammis.com)

**Time:**

1 PM - 4 PM Eastern Time each day. Please plan on joining at least 5 minutes before the beginning of each session in case you encounter any technical issues.

**Joining the meeting:**

You will meet each day in Zoom. To join the meeting, please click the following link: <https://us02web.zoom.us/j/85133726476>. *You will use this link to join every training session.*

In order to participate in the meeting, your computer must have a functioning audio input device (e.g. a built-in or external microphone) and a functioning audio output device (e.g. speakers, headphones, earbuds, etc.). We also strongly advise that you use a webcam and join each training session with video enabled.

You may join the meeting room at any time to test your audio and video settings. If your computer does not have full audio capabilities, please contact [dyates@griffinhammis.com](mailto:dyates@griffinhammis.com) at least one day prior to the beginning of the training.

### **Attendance:**

You must attend all 10 sessions to be eligible for the ACRE Certificate (as well as complete all course assignments). Attendance will be taken each session – *please join the meeting with your **full name** to receive credit for participating.*

### **Course Materials:**

All course materials will be available to view and download on the Griffin-Hammis Associates website at <https://www.griffinhammis.com/virtual-acre-materials/>. If you have trouble accessing the course materials, please contact [dyates@griffinhammis.com](mailto:dyates@griffinhammis.com).

### **Assignments:**

Please submit any assignments your instructors request you complete following Zoom sessions to: [assignments@griffinhammis.com](mailto:assignments@griffinhammis.com).

### **Contacts:**

For **Technical Questions**, please contact Dallas Yates at [dyates@griffinhammis.com](mailto:dyates@griffinhammis.com)

For **General Course Questions**, please contact Nancy Brooks-Lane at [nbrookslane@griffinhammis.com](mailto:nbrookslane@griffinhammis.com)

For **Lesson Content Questions**, please contact the course instructors.

We look forward to seeing you Tuesday, October 20!