

## **More information about CTAT's ACRE Approved National Certificate in Employment Services: Get Work Now!**

### **Why would you want to enroll in the CTAT National Certificate classes?**

CTAT has been teaching employment specialists, and others, community employment skills for 27 years. CTAT was one of the first organizations to become an "ACRE approved" training provider and CTAT staff were extensively involved with a national group of community rehabilitation educators to develop the competencies and structure of approving curriculum to ensure a quality training experience.

### **Structure**

The 3 part online course is hosted on the CTAT learning management system that can be accessed with an internet connection. All courses are scheduled several times a year and can be specifically scheduled for a group to help facilitate timely completion. The classes are designed to be a total of 40 contact hours, 2 – 3 hours per week on average. After the successful completion of each step and an online quiz, the participant will have online access to a Certificate of Completion. Upon completion of all 3 steps, the participant will receive an ACRE certificate of completion from CTAT. There is no requirement for ongoing CEUs at this time. Step II can also be delivered in a 3 day face to face session.

### **Registration**

Participants typically register for each class separately at the cost of \$149 per step. Group registration fees, such as a state purchasing a block of registrations, will be eligible for a discount.

### **Competencies**

Step I *The Foundation of Employment Services* includes competencies in: understanding the philosophy and values of community employment, as well as different models of employment; understanding critical concepts like informed choice, self-determination, and rights and responsibilities; understanding the history and status of services and how the State/Federal VR system works; organization skills, networking/phone skills, interviewing skills, researching skills, and documentation skills; understanding legislation impacting community employment; recognizing best practices in community employment models and transitioning youth to employment; and interacting/networking with the rehabilitation community. 10 contact hours, 5 weeks

Step II *The Proven Process for Successful Job Placement* includes competencies in: using the discovery process to better match job seeker and employer, developing individual career marketing profiles, identifying financial barriers and strategies to avoid the untimely loss of benefits, preparing and delivering effective sales presentations to employers, creating strategic partnerships with the business community, developing natural supports and accommodations, and providing excellent customer service. 20 contact hours, 8 weeks

Step III *Meeting the Unique Employment Needs of Your Customers* includes competencies in: job, task and workplace assessment; job training and systematic instruction; job carving; workplace and natural supports; positive behavioral supports and functional analysis; developing vocational goals and objectives; serving diverse populations in a culturally sensitive way; job accommodations; finding resources on the internet and in the community; and interacting/networking with the rehabilitation community and a supervisor/mentor. 10 contact hours, 5 weeks

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