

Supporting Meaningful Employment Training Series

A Person-Centered Approach to Career Planning, Job Development and Retention



In-Person Training

All sessions will be held in person at the Sherlock Center on Disabilities or Creative Works.

See **SME Training Flyer and Schedule** for details. The Sherlock Center follows RI College in-person COVID guidance. In the event of a COVID resurgence, masks may be required and/or training will revert to an online format.

ACRE Certificate

To earn an ACRE Certificate, learners must attend an orientation session, 12 instructor-led modules, 3 mentor/fieldwork sessions and successfully complete fieldwork assignments. SME Training Schedule is below.

The Sherlock Center offers two paths to earn an ACRE Certificate. The recommended path is to register for the full ACRE series, which allow learners to complete the required modules and fieldwork assignments within 6 months.

The alternative path is to build an ACRE Certificate by completing three SME mini-series and required fieldwork assignments within a 24-month period. Complete details are available on the SME Training page of the Sherlock Center website www.sherlockcenter.org.

Learner Technology Requirements for Online Mentor/Fieldwork Sessions

Learners will participate in instructor-led sessions using Zoom. To participate, learners will need a computer, laptop or tablet with reliable internet access with sufficient bandwidth, and a camera. It is recommended that learners have dedicated time and space when attending sessions.

Learner Time Commitment

Each training module is 3.5 hours. Learners are also required to participate remotely in an orientation session (1 hour) and three mentor/fieldwork sessions (1 hour each), in addition to satisfactory completion of fieldwork assignments.

To support course completion, learners are expected to begin fieldwork during the course and meet projected assignment due dates. Learners are encouraged to access 1:1 fieldwork support offered through the Sherlock Center.

REGISTRATION

Register Online: <http://bit.ly/2Lt4vTP>

Registration and training schedule are also available on the Sherlock Center website www.sherlockcenter.org. Register by **September 1**.

Fees: Sessions are offered free of charge to participants working for a RI organization/school, including Self-Directed Supports staff/representatives.

Requests & Questions: If you need a reasonable accommodation (e.g. ASL Interpreter, large print), please make your request known when you register. For registration questions, email Elaine Sollecito at esollecito@ric.edu or leave a message at 401-456-2764. For training questions email Vicki Ferrara at vferrara@ric.edu.



Build an ACRE!
SESSION MODULES

Module 1: Foundations in Community Employment Services and Supports

Module 2: Work Incentives to Support Employment and Retention

Module 3: Vocational Assessment I - Getting to Know the Job Seeker

Module 4: Vocational Assessment II - Person-Centered Employment Planning - the process

Module 5: Vocational Assessment III - Strategies for Community Exploration & Individualized Job Search Planning

Module 6: Employment Law, Americans with Disabilities Act (ADA), and Disability Disclosure

Module 7: Job Development I - Job Search Practices to Support Meaningful Employment

Module 8: Job Development II - Employer Assessment and Individualized Approach to a Job Match

Module 9: Job Development III - Employer Relationships and Negotiations

Module 10: Job Retention and Coaching I - Foundations in Job Retention Success

Module 11: Job Retention and Coaching II - Teaching the Job - Task Analysis and Systematic Instruction

Module 12: Job Retention and Coaching III - Fading Support, Quality Services and Career Development



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Training Schedule Fall 2021

Registration available from the Sherlock Center website at www.sherlockcenter.org.

ACRE Certificate Series

SME ACRE THURSDAYS REGISTRATION DEADLINE: Sept. 1, 2021		
Training Modules held In Person at Sherlock Center. Mentor/Fieldwork Sessions conducted Online via Zoom.		
Date	Time	Topic
September 9	2:00-3:00 PM	Orientation & Mentor/Fieldwork Session #1 (Online via Zoom)
September 16	12:00-3:30 PM	MODULE 1: Foundations in Community Employment Services and Supports
September 23	12:00-3:30 PM	MODULE 2: Work Incentives to Support Employment and Retention
September 30	12:00-3:30 PM	MODULE 3: Vocational Assessment I - Getting to Know the Job Seeker
October 7	12:00-3:30 PM	MODULE 4: Vocational Assessment II- Person-Centered Employment Planning Process
October 14	12:00-3:30 PM	MODULE 5: Vocational Assessment III- Strategies for Community Exploration & Individualized Job Search Planning
October 21	2:00-3:00 PM	Mentor/Fieldwork Session #2 (VA) (Online via Zoom)
October 28	12:00-3:30 PM	MODULE 6: Employment Law, Americans with Disabilities Act (ADA), and Disability Disclosure
November 4	12:00-3:30 PM	MODULE 7: Job Development I - Job Search Practices to Support Meaningful Employment
November 18	12:00-3:30 PM	MODULE 8: Job Development II –Employer Assessment and Individualized Approach to a Job Match
December 2	12:00-3:30 PM	MODULE 9: Job Development III- Employer Relationships and Negotiations
December 9	2:00-3:00 PM	Mentor/Fieldwork Session #3 (JD/JRC) (Online via Zoom)
December 16	12:00-3:30 PM	MODULE 10: Job Retention and Coaching I - Foundations in Job Retention Success
January 6, 2022	12:00-3:30 PM	MODULE 11: Job Retention and Coaching II– Teaching the Job- Task Analysis and Systematic Instruction
January 13, 2022	12:00-3:30 PM	MODULE 12: Job Retention and Coaching III- Fading Support, Quality Services and Career Development
January 20, 2022	2:00-3:00 PM	Mentor/Fieldwork Session #4 (JD/JRC) (Online via Zoom)



Paul V. Sherlock Center on Disabilities / RI College, 600 Mt. Pleasant Avenue, Providence, RI 02908
 Voice: 401-456-8072 | TTY: Via RI Relay at 711 or (800) 745-5555 | www.sherlockcenter.org

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Vocational Assessment Mini Certificate		
Training Modules held In Person at Sherlock Center.		
REGISTRATION DEADLINE: Sept. 1, 2021		
Mentor/Fieldwork Sessions conducted Online via Zoom.		
Date	Time	Topic
September 9	2:00-3:00 PM	Orientation & Mentor/Fieldwork Session #1 (Online via Zoom)
September 16	12:00-3:30 PM	MODULE 1: Foundations in Community Employment Services and Supports
September 23	12:00-3:30 PM	MODULE 2: Work Incentives to Support Employment and Retention
September 30	12:00-3:30 PM	MODULE 3: Vocational Assessment I - Getting to Know the Job Seeker
October 7	12:00-3:30 PM	MODULE 4: Vocational Assessment II- Person-Centered Employment Planning Process
October 14	12:00-3:30 PM	MODULE 5: Vocational Assessment III- Strategies for Community Exploration & Individualized Job Search Planning
October 21	2:00-3:00 PM	Mentor/Fieldwork Session #2 (VA) (Online via Zoom)

Job Development Mini Certificate		
Training Modules held In Person at Sherlock Center.		
REGISTRATION DEADLINE: Sept. 1, 2021		
Mentor/Fieldwork Sessions conducted Online via Zoom.		
Date	Time	Topic
September 9	2:00-3:00 PM	Orientation & Mentor/Fieldwork Session #1 (Online via Zoom)
September 16	12:00-3:30 PM	MODULE 1: Foundations in Community Employment Services and Supports
October 28	12:00-3:30 PM	MODULE 6: Employment Law, Americans with Disabilities Act (ADA), and Disability Disclosure
November 4	12:00-3:30 PM	MODULE 7: Job Development I - Job Search Practices to Support Meaningful Employment
November 18	12:00-3:30 PM	MODULE 8: Job Development II –Employer Assessment and Individualized Approach to a Job Match
December 2	12:00-3:30 PM	MODULE 9: Job Development III- Employer Relationships and Negotiations
December 9	2:00-3:00 PM	Mentor/Fieldwork Session #3 (JD/JRC) (Online via Zoom)

Job Retention & Coaching Mini Certificate		
Training Modules held In Person at Sherlock Center.		
REGISTRATION DEADLINE: Sept. 1, 2021		
Mentor/Fieldwork Sessions conducted Online via Zoom.		
Date	Time	Topic
September 9	2:00-3:00 PM	Orientation & Mentor/Fieldwork Session #1 (Online via Zoom)
September 16	12:00-3:30 PM	MODULE 1: Foundations in Community Employment Services and Supports
October 28	12:00-3:30 PM	MODULE 6: Employment Law, Americans with Disabilities Act (ADA), and Disability Disclosure
December 16	12:00-3:30 PM	MODULE 10: Job Retention and Coaching I - Foundations in Job Retention Success
January 6, 2022	12:00-3:30 PM	MODULE 11: Job Retention and Coaching II– Teaching the Job- Task Analysis and Systematic Instruction
January 13, 2022	12:00-3:30 PM	MODULE 12: Job Retention and Coaching III- Fading Support, Quality Services and Career Development
January 20, 2022	2:00-3:00 PM	Mentor/Fieldwork Session #4 (JD/JRC) (Online via Zoom)



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Job Retention & Coaching Mini-Certificate		Module Trainings held In Person at Creative Works, Warwick
REGISTRATION DEADLINE: Sept. 1, 2021		Mentor/Fieldwork Sessions conducted Online via Zoom.
Date	Time	Topic
September 15	3:00-4:00 PM	Orientation & Mentor/Fieldwork Session #1 (Online via Zoom)
September 22	3:00-6:30 PM	MODULE 1: Foundations in Community Employment Services and Supports
September 29	3:00-6:30 PM	MODULE 6: Employment Law, Americans with Disabilities Act (ADA), and Disability Disclosure
October 6	3:00-6:30 PM	MODULE 10: Job Retention and Coaching I - Foundations in Job Retention Success
October 13	3:00-6:30 PM	MODULE 11: Job Retention and Coaching II- Teaching the Job- Task Analysis and Systematic Instruction
October 20	3:00-6:30 PM	MODULE 12: Job Retention and Coaching III- Fading Support, Quality Services and Career Development
October 27	3:00-4:00 PM	Mentor/Fieldwork Session #4 (JD/JRC) (Online via Zoom)



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MAKE-UP MODULES

MAKE UP MODULES		
In-Person Trainings held at Sherlock Center unless noted otherwise.		
REGISTRATION DEADLINE: Sept. 1, 2021		
Date	Time	Topic
September 9	Zoom 2:00-3:00 PM	ORIENTATION & MENTOR/FIELDWORK SESSION #1 (Online via Zoom)
September 15	Zoom 3:00-4:00 PM	ORIENTATION & MENTOR/FIELDWORK SESSION #1 (Online via Zoom)
September 16	12:00-3:30 PM	MODULE 1: Foundations in Community Employment Services and Supports
September 22	Zoom 3:00-6:30 PM	MODULE 1: Foundations in Community Employment Services and Supports (Creative Works, Warwick)
September 23	12:00-3:30 PM	MODULE 2: Work Incentives to Support Employment and Retention
September 30	12:00-3:30 PM	MODULE 3: Vocational Assessment I - Getting to Know the Job Seeker
October 7	12:00-3:30 PM	MODULE 4: Vocational Assessment II- Person-Centered Employment Planning Process
October 14	12:00-3:30 PM	MODULE 5: Vocational Assessment III- Strategies for Community Exploration & Individualized Job Search Planning
October 21	Zoom 2:00-3:00 PM	MENTOR/FIELDWORK SESSION #2 (VA) (Online via Zoom)
September 29	Zoom 3:00-6:30 PM	MODULE 6: Employment Law, Americans with Disabilities Act (ADA), and Disability Disclosure (Creative Works, Warwick)
October 28	12:00-3:30 PM	MODULE 6: Employment Law, Americans with Disabilities Act (ADA), and Disability Disclosure
November 4	12:00-3:30 PM	MODULE 7: Job Development I - Job Search Practices to Support Meaningful Employment
November 18	12:00-3:30 PM	MODULE 8: Job Development II –Employer Assessment and Individualized Approach to a Job Match
December 2	12:00-3:30 PM	MODULE 9: Job Development III- Employer Relationships and Negotiations
December 9	Zoom 2:00-3:00 PM	MENTOR/FIELDWORK SESSION #3 (JD/JRC) (Online via Zoom)
October 6	Zoom 3:00-6:30 PM	MODULE 10: Job Retention & Coaching I - Foundations in Job Retention Success (Creative Works, Warwick)
December 16	12:00-3:30 PM	MODULE 10: Job Retention & Coaching I - Foundations in Job Retention Success
October 13	Zoom 3:00-6:30 PM	MODULE 11: Job Retention & Coaching II– Teaching the Job- Task Analysis and Systematic Instruction (Creative Works, Warwick)
January 6, 2022	12:00-3:30 PM	MODULE 11: Job Retention & Coaching II– Teaching the Job- Task Analysis and Systematic Instruction
October 20	Zoom 3:00-6:30 PM	MODULE 12: Job Retention & Coaching III- Fading Support, Quality Services and Career Development (Creative Works, Warwick)
January 13, 2022	12:00-3:30 PM	MODULE 12: Job Retention & Coaching III- Fading Support, Quality Services and Career Development
October 27	Zoom 3:00-4:00 PM	MENTOR/FIELDWORK SESSION #4 (JD/JRC) (Online via Zoom)
January 20, 2022	Zoom 2:00-3:00 PM	MENTOR/FIELDWORK SESSION #4 (JD/JRC) (Online via Zoom)



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