

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, Providence. See SME Training Schedule for details.

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 (1.5 hours) and three mentor/fieldwork sessions (1.5 hours 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 6**.

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 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



Supporting Meaningful Employment Training Series

Training Schedule Fall 2023

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

ACRE Certificate Series

SME ACRE All classes held In Person at Sherlock Center except Sept. 14.		
THURSDAYS		
REGISTRATION DEADLINE: September 6, 2023		
Date	Time	Topic
Sept 14	9:00-10:30 AM	Orientation & Mentor/Fieldwork Session #1 (ONLINE VIA ZOOM)
Sept 21	9:00 AM-12:30 PM	MODULE 1: Foundations in Community Employment Services and Supports
Sept 28	9:00 AM-12:30 PM	MODULE 2: Work Incentives to Support Employment and Retention MODULE
Oct 5	9:00 AM-12:30 PM	MODULE 3: Vocational Assessment I - Getting to Know the Job Seeker
Oct 12	9:00 AM-12:30 PM	MODULE 4: Vocational Assessment II- Person-Centered Employment Planning Process
Oct 19	9:00 AM-12:30 PM	MODULE 5: Vocational Assessment III- Strategies for Community Exploration & Individualized Job Search Planning
Oct 19	1:00-2:30 PM	Mentor/Fieldwork Session #2 (VA)
Oct 26	9:00 AM-12:30 PM	MODULE 6: Employment Law, Americans with Disabilities Act (ADA), and Disability Disclosure
Nov 2	9:00 AM-12:30 PM	MODULE 7: Job Development I - Job Search Practices to Support Meaningful Employment
Nov 9	9:00 AM-12:30 PM	MODULE 8: Job Development II –Employer Assessment and Individualized Approach to a Job Match
Nov 16	9:00 AM-12:30 PM	MODULE 9: Job Development III- Employer Relationships and Negotiations
Nov 16	1:00-2:30 PM	Mentor/Fieldwork Session #3 (JD)
Nov 30	9:00 AM-12:30 PM	MODULE 10: Job Retention and Coaching I - Foundations in Job Retention Success
Dec 7	9:00 AM-12:30 PM	MODULE 11: Job Retention and Coaching II– Teaching the Job- Task Analysis and Systematic Instruction
Dec 14	9:00 AM-12:30 PM	MODULE 12: Job Retention and Coaching III- Fading Support, Quality Services and Career Development
Dec 14	1:00-2:30 PM	Mentor/Fieldwork Session #4 (JRC)



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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Training Schedule Fall 2023

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Vocational Assessment Mini Certificate (THURSDAYS)		All classes held In Person at Sherlock Center except Sept. 14.
REGISTRATION DEADLINE: September 6, 2023		
Date	Time	Topic
Sept 14	9:00-10:30 AM	Orientation & Mentor/Fieldwork Session #1 (ONLINE VIA ZOOM)
Sept 21	9:00 AM-12:30 PM	MODULE 1: Foundations in Community Employment Services and Supports
Sept 28	9:00 AM-12:30 PM	MODULE 2: Work Incentives to Support Employment and Retention MODULE
Oct 5	9:00 AM-12:30 PM	MODULE 3: Vocational Assessment I - Getting to Know the Job Seeker
Oct 12	9:00 AM-12:30 PM	MODULE 4: Vocational Assessment II- Person-Centered Employment Planning Process
Oct 19	9:00 AM-12:30 PM	MODULE 5: Vocational Assessment III- Strategies for Community Exploration & Individualized Job Search Planning
Oct 19	1:00-2:30 PM	Mentor/Fieldwork Session #2 (VA)

Job Development Mini Certificate (THURSDAYS)		All classes held In Person at Sherlock Center except Sept. 14.
REGISTRATION DEADLINE: September 6, 2023		
Date	Time	Topic
Sept 14	9:00-10:30 AM	Orientation & Mentor/Fieldwork Session #1 (ONLINE VIA ZOOM)
Sept 21	9:00 AM-12:30 PM	MODULE 1: Foundations in Community Employment Services and Supports
Oct 26	9:00 AM-12:30 PM	MODULE 6: Employment Law, Americans with Disabilities Act (ADA), and Disability Disclosure
Nov 2	9:00 AM-12:30 PM	MODULE 7: Job Development I - Job Search Practices to Support Meaningful Employment
Nov 9	9:00 AM-12:30 PM	MODULE 8: Job Development II –Employer Assessment and Individualized Approach to a Job Match
Nov 16	9:00 AM-12:30 PM	MODULE 9: Job Development III- Employer Relationships and Negotiations
Nov 16	1:00-2:30 PM	Mentor/Fieldwork Session #3 (JD)

Job Retention & Coaching Mini Certificate (THURSDAYS)		All classes held In Person at Sherlock Center except Sept. 14.
REGISTRATION DEADLINE: September 6, 2023		
Date	Time	Topic
Sept 14	9:00-10:30 AM	Orientation & Mentor/Fieldwork Session #1 (ONLINE VIA ZOOM)
Sept 21	9:00 AM-12:30 PM	MODULE 1: Foundations in Community Employment Services and Supports
Oct 26	9:00 AM-12:30 PM	MODULE 6: Employment Law, Americans with Disabilities Act (ADA), and Disability Disclosure
Nov 30	9:00 AM-12:30 PM	MODULE 10: Job Retention and Coaching I - Foundations in Job Retention Success
Dec 7	9:00 AM-12:30 PM	MODULE 11: Job Retention and Coaching II– Teaching the Job- Task Analysis and Systematic Instruction
Dec 14	9:00 AM-12:30 PM	MODULE 12: Job Retention and Coaching III- Fading Support, Quality Services and Career Development
Dec 14	1:00-2:30 PM	Mentor/Fieldwork Session #4 (JRC)



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Job Retention & Coaching Mini-Certificate (WEDNESDAYS)		All classes held In Person at Sherlock Center except Nov. 15th.
Date	Time	Topic
OCTOBER 4 - CANCELLED		
Oct 11	3:30-7:00 PM	BLENDED TRAINING: Orientation & Mentor/Fieldwork Session #1 AND MODULE 1: Foundations in Community Employment Services and Supports
Oct 18	3:30-7:00 PM	MODULE 10: Job Retention and Coaching I - Foundations in Job Retention Success
Oct 25	3:30-7:00 PM	MODULE 11: Job Retention and Coaching II– Teaching the Job- Task Analysis and Systematic Instruction
Nov 1	3:30-7:00 PM	MODULE 12: Job Retention and Coaching III- Fading Support, Quality Services and Career Development
Nov 8	3:30-7:00 PM	MODULE 6: Employment Law, Americans with Disabilities Act (ADA), and Disability Disclosure
Nov 15	3:30-5:00 PM	Mentor/Fieldwork Session #4 (JRC) (ONLINE VIA ZOOM)



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MAKE-UP MODULES

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In-Person Trainings held at Sherlock Center except Sept 14 & Nov 8		
Date	Time	Topic
Sept 14	9:00-10:30 AM	Orientation & Mentor/Fieldwork Session #1 (ONLINE VIA ZOOM)
Oct 11	3:30-7:00 PM	BLENDED TRAINING: Orientation & Mentor/Fieldwork Session #1 AND MODULE 1: Foundations in Community Employment Services and Supports
Sept 21	9:00 AM-12:30 PM	MODULE 1: Foundations in Community Employment Services and Supports
Sept 28	9:00 AM-12:30 PM	MODULE 2: Work Incentives to Support Employment and Retention MODULE
Oct 5	9:00 AM-12:30 PM	MODULE 3: Vocational Assessment I - Getting to Know the Job Seeker
Oct 12	9:00 AM-12:30 PM	MODULE 4: Vocational Assessment II- Person-Centered Employment Planning Process
Oct 19	9:00 AM-12:30 PM	MODULE 5: Vocational Assessment III- Strategies for Community Exploration & Individualized Job Search Planning
Oct 19	1:00-2:30 PM	Mentor/Fieldwork Session #2 (VA)
Oct 11	3:30-7:00 PM	MODULE 6: Employment Law, Americans with Disabilities Act (ADA), and Disability Disclosure
Nov 8	9:00 AM-12:30 PM	MODULE 6: Employment Law, Americans with Disabilities Act (ADA), and Disability Disclosure
Nov 2	9:00 AM-12:30 PM	MODULE 7: Job Development I - Job Search Practices to Support Meaningful Employment
Nov 9	9:00 AM-12:30 PM	MODULE 8: Job Development II –Employer Assessment and Individualized Approach to a Job Match
Nov 16	9:00 AM-12:30 PM	MODULE 9: Job Development III- Employer Relationships and Negotiations
Nov 16	1:00-2:30 PM	Mentor/Fieldwork Session #3 (JD)
Oct 18	3:30-7:00 PM	MODULE 10: Job Retention and Coaching I - Foundations in Job Retention Success
Nov 30	9:00 AM-12:30 PM	MODULE 10: Job Retention and Coaching I - Foundations in Job Retention Success
Oct 25	3:30-7:00 PM	MODULE 11: Job Retention and Coaching II– Teaching the Job- Task Analysis and Systematic Instruction
Dec 7	9:00 AM-12:30 PM	MODULE 11: Job Retention and Coaching II– Teaching the Job- Task Analysis and Systematic Instruction
Nov 1	3:30-7:00 PM	MODULE 12: Job Retention and Coaching III- Fading Support, Quality Services and Career Development
Dec 14	9:00 AM-12:30 PM	MODULE 12: Job Retention and Coaching III- Fading Support, Quality Services and Career Development
Nov 15	3:30-5:00 PM	Mentor/Fieldwork Session #4 (JRC) (ONLINE VIA ZOOM)
Dec 14	1:00-2:30 PM	Mentor/Fieldwork Session #4 (JRC)



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