



Training Announcement Fall 2017

Community Employment Training Series
Coming To
Des Moines!

The Only ACRE Approved Curriculum
Offered By An Iowa Organization

Foundations Self-Study--Required
Job Development—October 3rd and 4th, 2017
Job Coaching—November 1st and 2nd, 2017

Times are changing!! Integrated employment is in demand!
Make sure you have the skills to effectively support the job seekers and
new hires you serve!

Enroll Now!

Register [HERE](#) - or scroll   for details!

There are 3 Components to the Training Series:

Foundations Self-Study:

Everyone enrolls in the Foundations Self-Study. It is a facilitated Self-Study that guides you through an introduction to Community Employment Services. You complete the activities at your leisure in the comfort of your own home or office. All assignments of the Foundations Self-Study are expected to be completed and submitted to your assigned mentor prior to attending the face to face training.

Topics include:

- Benefits Planning
- Competencies Needed for Quality Services
- Cultural Diversity
- Self-Employment
- Orientation to Supported Employment
- Best Practices in Community Employment Services
- History of Employment Services
- And More!

Upon completion of all Foundation Requirements you will receive a Foundations Certificate of Completion. This Certificate is required before any other Certificate can be issued.

Once you register for the Series, you will be sent the Foundations electronically. Along with that e-mail, you will be assigned an IA-APSE Board member as a Mentor. That person will send you a “Welcome” e-mail and tell you a little about her/himself.

If you have questions as you work through the Foundations activities your assigned Mentor is the person to contact. While he/she cannot do the work for you, he/she will be happy to provide guidance. Additionally, once you complete all the required Foundations Assignments you will submit them to this person—your assigned Mentor.

The Foundations is meant to be “fillable”, meaning that you respond right in the document. If you have trouble, please contact your assigned Mentor for assistance.

Job Development:

The two-day Job Development Component is the first face-to-face training of the Series. Both days begin at 9:00 and conclude at 4:00. You are required to attend both days in their entirety.

Topics for this Component include:

- Business Principles Applied to Job Development
- Building Networks
- Communicating with Employers
- Identifying Employer Needs
- Handling Objections

If you have been awarded a Foundations Certificate of Completion, after you complete the Job Development face-to-face Component including the required Application Field Assignment you will be awarded a Job Development Certificate of Completion. This Certificate cannot be given until the Foundations Component has been completed.

Job Coaching:

The two-day Job Coaching Component is the second and last face-to-face training of the Series. Both days begin at 9:00 and conclude at 4:00. You are required to attend both days in their entirety.

Topics for this Component include:

- Natural Supports and Workplace Culture
- Systematic Instruction Supports
- Self-Management Supports
- Social Skills Support
- Positive Behavior Support

If you have been awarded a Foundations Certificate of Completion, after you complete the Job Coaching face-to-face Component including the required Application Field Assignment you will be awarded a Job Coaching Certificate of Completion. This Certificate cannot be given until the Foundations Component has been completed.

Enroll Now! Don't Wait!

Only 30 people can attend each face-to-face Component!

ACRE Certification

Because IA-APSE's curriculum is approved by ACRE—the Association of Community Rehabilitation Educators, when you complete the Foundations Self-Study and all required activities, Job Development and all activities and Job Coaching and all required activities you will be awarded an ACRE Certificate of Completion.

If you do the Entire Series—You Earn FOUR Certificates!

That makes sitting for the CESP Exam that much easier!

Iowa Certification Requirements

IVRS and IME have changed the requirements for personnel providing employment services:

IVRS

Individual Supported Employment:

Staff providing services under Individual Supported Employment need all three Certificates—Foundations Self Study, Job Development and Job Coaching.

Job Coaching:

Staff providing services under Job Coaching need the Certificates from the Foundations Self Study and **either** Job Development **or** Job Coaching.

IME

Individual Supported Employment:

Staff providing services under Individual Supported Employment need all three Certificates—Foundations Self Study, Job Development and Job Coaching.

Job Coaching:

Staff providing job coaching services need both the Foundation Self Study and the Job Coaching Certificates.

Small Group Supported Employment

Staff providing services under Small Group Supported Employment need the Certificates from the Foundations Self Study Component and **either** Job Development **or** Job Coaching.

Certified Employment Support Professional (CESP)

Additionally, for IME, if staff are providing Individual Supported Employment they need to earn the CESP! Good news!!!! The IA-APSE curriculum is ACRE approved! While it cannot guarantee you will pass the Exam, it will help prepare you!! This exam is the first in the nation to certify personnel working in the field of integrated community employment. For more information regarding the CESP go to <http://www.apse.org/>

Become a CESP!!

Show your professionalism—Become more marketable

Job Development and Job Coaching are 2-Day Face-to-Face Trainings

October 3 and 4 Job Development

Instructors: SueAnn Morrow, Ph.D., IA-APSE members, and Judy Warth of the University Center for Excellence in Disability

Topics Include:

- Business/sales principles applied to job development
- How to build referral networks and access decision makers
- How to approach employers and what to say when you do
- How to identify employer needs and carve positions for job seekers
- How to handle employer objections

November 1 & 2 Job Coaching

Instructors: SueAnn Morrow, Ph.D., IA-APSE members, and Judy Warth of the University Center for Excellence in Disability

Topics Include:

- Natural Supports and Workplace Culture
- Systematic Instruction Supports
- Self-Management Supports
- Social Skills Support
- Positive Behavior Supports

All Days of Both Trainings Begin at 9:00 AM Sharp

Registration Deadline September 22, 2017!

Wait! There is more!

When you enroll, you will be assigned an IA-APSE Board member as a mentor. Your mentor will support you through the self-study by email and phone calls.

Plus

This IA-APSE series is approved by IVRS. The Curriculum is approved by ACRE, the only national organization that approves curriculum.

IVRS Certification: Complete Foundations Self-Study
Attend either Job Coaching or Job Development and complete required Field Assignments

ACRE Certification: Complete Foundations Self-Study
Attend **BOTH** Job Coaching and Job Development and complete requirement Field Assignments

What do other attendees have to say about the training?

I loved this training!

I learned so much!

This program was an eye-opener

Great examples

Very helpful!

Great job! Very informative with practical and strategic knowledge to use!

Good instructors, good interaction with class, good material and examples

Great opportunity to network

I'm leaving with new ideas and tool for my toolbox!

Wish I would have had this earlier—when I first started!

Dates, Location and Cost

Self-Study: As soon as you register you will be e-mailed the Foundations Self-Study Component. It contains information about the 10 Units covered, required readings, links to additional readings, web pages or power point presentations. There is no additional charge for this **REQUIRED** component of the training. All assignments required by the Foundations Self-Study Component should be submitted to your IA-APSE Board mentor **PRIOR** to attending either of the face-to-face sessions.

Job Development

October 3 and 4, 2017

Tuesday & Wednesday

Job Coaching:

November 1 and 2, 2017

Wednesday & Thursday

Sessions being promptly at **9:00AM** and conclude at **4:00PM** on all four days

Location: Both Job Development and Job Coaching will be held at the Polk County River Place Building located at 2309 Euclid Ave. Des Moines, IA 50310.

While no block of rooms has been reserved, nearby hotels include:

Ramada Inn Tropics, 5000 Merle Hay Rd. Des Moines 50322. 515-278-0271

Holiday Inn Mercy, 1059 6th Ave. Des Moines, 50314. 515-283-0151

Cost		
APSE Members:		
Job Coaching: \$140.00	Job Development: \$140.00	Both \$225.00
Non-Members:		
Job Coaching \$200.00	Job Development: \$200.00	Both \$325.00

Cost includes all materials, lunch, and AM and PM breaks

Register [HERE](#)

Registration Due September 22, 2017