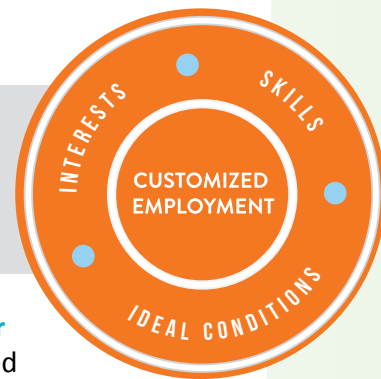


CUSTOMIZED EMPLOYMENT

MN CE Training is a highly interactive 40-hour training program that covers each step of a CE Discovery process: conducting CE Job Development, completing a Job Analysis, and coordinating employment supports.



Each participant attends **40 hours of classroom instruction** and **30 hours of homework over 14 weeks** of training. Students who complete the course will have learned and demonstrated the skills to complete the Customized Employment process with a job seeker. The 14-week course includes nine full sessions, with time to cover all the course materials, complete the homework, and participate in break-out groups that encourage students to engage, share, and learn together. Participants who are working with a job seeker completing a Discovery process during the training period will receive mentoring from an experienced CE Professional who will offer guidance, answer questions, and provide immediate feedback.

A pre-course video helps participants, supervisors, and agencies understand the time commitment and requirements before enrolling. Each participant must attend **every** session to obtain an ACRE Certificate and to be included on the national ACRE registry.

Upon achieving ACRE certification practitioners may apply to Vocational Rehabilitation Services to receive approval to be listed on the VRS website for providing CE services. The application requires submission of the following three items:



Discovery document

(MN CE Plan, Staging Record, Profiles, or other course document)



Visual resume

(or marketing materials created specific to job seeker)



ACRE Certificate

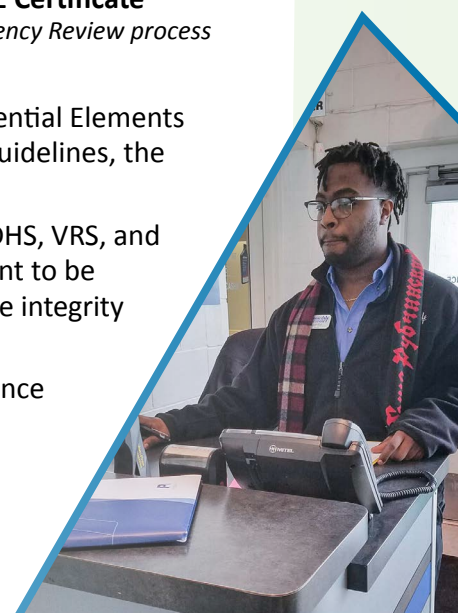
for Competency Review process

The CE document is aligned with the agreed upon national standards outlined in The Essential Elements of Customized Employment for Universal Application. Once the document meets those guidelines, the practitioner may begin providing CE services accessing VRS funding.

The MN CE training curriculum was created through state agency collaboration between DHS, VRS, and SSB beginning in 2018. It was the first course with an emphasis in Customized Employment to be approved by ACRE, the Association of Community Rehabilitation Educators. Preserving the integrity of Customized Employment services is a key take-away.

Course instructors are active CE practitioners with extensive employment service experience and knowledge of Customized Employment. For additional information regarding MN CE Training, please contact one of the trainers:

- ✓ Lindsay Alexander (DHS), lindsay.l.alexander@state.mn.us
- ✓ Margie Webb (VRS), margie.webb@state.mn.us



Learn more about Customized Employment and Vocational Rehabilitation Services:

dol.gov/odep/topics/CustomizedEmployment.htm

mn.gov/deed/job-seekers/disabilities



Upon request, this document can be made available in alternative formats for people with disabilities. DEED is an equal opportunity employer and service provider.