Layout of MN's Virtual Customized Employment Training & Homework for Fall 2023:

The learner can expect to attend **40 hours of classroom instruction, webinars, videos, resource material review** and **34 hours of estimated homework for students, 12 hours for Auditors** throughout **15 weeks** of training.   In addition to the class time, each participant will watch webinars, review resource materials, and demonstrate skill competencies outside of the classroom time. At the end of this training, each student learner will have completed the Customized Employment process with a job seeker or demonstrated each step of the customized employment process. Students will also complete a visual resume for their job seeker.   Auditors will complete their own visual resume.

Session 1: This covers an introduction to the MN Customized Employment process including timeframes, and commitment required to successfully complete the course. We will provide materials and resources for the initial meeting.   It is important to make sure all team members are on board with CE and the Discovery process! The homework to be performed includes:

- Watch Benefits webinar https://youtu.be/iQMth5FTYmk
- Conduct or participate in an initial meeting to introduce CE
- Document a summary of the meeting on the MN CE Plan
- Set up the final CEP meeting at your initial meeting between **September 5th through September 18th** if possible

    This should take approximately 4 hours we allow 2 weeks to complete.

Session 2: This covers how to conduct a home visit, writing the narrative in the MN CE plan, descriptive writing, interviewing people who know the job seeker, preferences, communication, neighborhood information, and taking photos.   The homework to be performed includes:

- Complete home visit
- Interview people who know the job seeker
- Document descriptively information gathered during the Home visit
- Prepare to share this experience in next class session, applying information learned in classes

    This should take approximately 4 hours and we allow 2 weeks to complete

Session 3: Material covered includes Life activities, observation of skills, interests, conditions of employment, documenting information gathered on the plan. The homework to be performed includes:

- Set up and complete life activities-observations of a job seeker performing skills they typically engage in
- Continue to document information gathered on the plan
- Take photos for the visual resume

    This should take approximately 4 hours we will allow 4 weeks for completion, but will meet again in 2 weeks

Session 4: Material covered includes history of employment services for people with disabilities, mandates, descriptive writing, visual resume development. Homework to be performed:

- Continue completing life activities

- Continue documenting observations on the plan
- Watch visual resume webinar https://youtu.be/aHkEg8B-d7g
- Continue taking photos for your visual resume
  This should take approximately 4 hours (finishing life activities from session 3)

Session 5: Instruction will cover definition of themes, creating themes for a job seeker, mind mapping techniques, theme testing within businesses and how to set up theme testing. Homework will be assigned with specific timelines to complete prior to session 5 and includes the completion of:

- Generate themes
- Setting up theme testing with businesses

This should take about 6 hours to complete.   We will allow 2 weeks in between classes.

Sessions 6: Material will cover generating lists of 10 generated for each theme, how to conduct a final CEP meeting, what to do upon completion of the final CEP meeting. The homework includes:

- Develop lists of 10 for each theme
- Complete final CEP meeting
- Document additional information gathered at the final CEP meeting on the MN CE plan
- Send out completed final version of the MN CE Plan
- Transfer new information gathered onto visual resume and send out final versions of CE Plan & Visual Resume

The homework will take approximately 6 hours and we will allow 2 weeks between classes.

Session 7: Material will cover Job development options, strategies for business engagement, employment possibilities, small business/resources, and creating an Employer Presentation. The homework includes:

- Fine tune your elevator speech
- Complete in person shopping challenge
- Complete a virtual or in person informational interview
- Begin to review your Employer Presentation or marketing materials for your organization

  The homework for this session will take approximately 2 hours, allow one week

Session 8: Instruction will include job customization, job negotiation, employment supports, Job Development plan completion, Job Analysis, task analysis, establishing supports on the job.   The homework to be performed includes:

- Watch a webinar on Job Analysis https://youtu.be/vicpYxIZhAk
- Complete a Job Analysis
- Complete Job Development form
- Final submission of all plans

The homework will take approximately 4 hours to complete and be due at the end of the course or by 12/23.

Session 9: Final training session will wrap up the CE process, handling rejection, complete a Job Analysis, review visual resume class examples, ACRE Certification, VRS Competency review process and share CE success stories and CE data in MN.

  Continue finishing up homework from class and submit when you are complete.

Important information:

To provide CE services for VRS, each practitioner must submit a completed Discovery document (MN CE Plan), visual resume, and ACRE Certificate for Competency Review. The CE document is aligned with the agreed upon national standards outlined in The Essential Elements of Customized Employment for Universal Application. Talk to your mentor, make sure your CE document is ready for review. Talk to your supervisor, inform them, and have someone read over your document for spelling or any other errors. Submit all information to Margie Webb at Margie.webb@state.mn.us for review.   **MN CE Training will** be offered at least twice each calendar year, typically spring, and fall. We may add additional training sessions upon request and dependent upon state needs.