

MODULE 1 OUTLINE

GOAL: In this module, participants will be able to use historical information, philosophical understandings, and major constructs to apply the core values and principles of CE into practice.

Assignment Number	Assignment Description	Time
1.1	Welcome to Module 1: Foundational Knowledge	
1.2	Reviewing Module Details	
1.3	CE Key Vocabulary Pre-Assessment (submit assignment)	
1.4	What is Customized Employment? (discussion board post)	
1.5	Benefits of Community Employment (submit assignment)	
1.6a	Quiz: The Essential Elements of Customized Employment for Universal Application (quiz)	
1.6b	Discussion Post: The Essential Elements of Customized Employment for Universal Application (discussion board post)	
1.7	Employment Specialist (read and review)	
1.8	Self-Determination (watch video, read and review)	
1.9	What is WIOA? (discussion board post)	
1.10	What is ADA? (read and review)	
1.11	Key Legislation (submit assignment)	
1.12	SSDI, MEDICAID (read and review)	
1.13	Agency and Funding Streams Scavenger hunt (submit assignment)	
1.14	Local and National Consumer Resources - Discrimination, Protection & Advocacy (discussion board post)	
1.15	Professionalism for the Employment Specialist (quiz)	
	Module 1: Live Synchronous Session #1	

MODULE 2: JOB DISCOVERY

GOAL: This module is designed to help participants learn how to assess, plan, and implement customized employment strategies effectively in workplace environments. Please note that while the module will refer to our 'classroom,' it refers to the online environments as well as the in-person work we do together.

Assignment Number	Assignment Description	Time
2.1	Welcome to Module 2: Job Discovery	
2.2	Reviewing Module Details	
2.3	What is Job Discovery? (read and review)	
2.3b	Job Discovery Tips (read and review)	
2.4	Overview of Person-Centered Planning (watch videos and review)	
2.5	The Role of the Customized Employment Specialist (read and review)	
2.6	Gather Information About the Job Seeker (watch videos, read and review)	
2.7	What is the Outcome for Discovery? (read and review)	
	Module 2: Live Synchronous Session #1	
2.8	Identify Opportunities for the Job Seeker (watch video and review)	
2.9a	Develop Opportunities for the Job Seeker (read and review)	
2.9b	Accommodation and Compliance: Five Practical Tips (read)	
2.9c	Quiz: Job Accommodation Network (quiz)	
2.9d	Develop Opportunities for the Job Seeker (watch video and review)	
2.10	Bringing it All Together (submit assignment)	
2.10b	Quiz: Planning a Career Development Strategy (quiz)	
2.11	Funding Streams and Financial Literacy (watch video, read and review)	

2.11b	Quiz: Funding Streams and Financial Literacy (quiz)	
2.12a	Self-Employment (read and review)	
2.12b	Self-Employment (read and review)	
2.13	Referrals to Local Agencies & Networks (review)	
2.14	Module 2: Live Synchronous Session #2	

MODULE 3: JOB DEVELOPMENT

GOAL: In this module, participants will collaborate with employers and employees to develop a customized job by negotiating placement, provision of supports, and terms of employment that will match the employee’s interests, skills, conditions necessary for success while filling the unmet needs of an employer.

Assignment Number	Assignment Description	Time
3.1	Welcome to Module 3: Job Development	
3.2	Reviewing Module Details	
3.3	Employment Trends (discussion board post)	
3.4	Potential Local Employers (discussion board post)	
3.5	Your Organization’s Mission (submit assignment)	
3.6	Developing a Marketing Presentation (submit assignment)	
3.7a	Gathering Information About the Job Seeker (watch videos and review)	
3.7b	Accommodations (review)	
3.7c	Conducting an Assessment (submit assignment)	
3.8a	Resumes, Cover Letters, Applications, Interviews and More (review)	
3.8b	Creating a Visual Resume (submit assignment)	
3.8c	Applying for the Job (submit assignment)	
3.9a	Making the Connection (read and review)	
3.9b	It’s All About Relationships (read and review)	
3.9c	Developing Relationships with Businesses (discussion board post)	
3.10	Getting in the Door (discussion board post)	
3.11	Planning an Introduction (submit assignment)	
3.12	Plan Your Follow-Up (review)	

3.13	Performance Task - Developing a Proposal (submit assignment)	
3.14	Preparing for an Interview (discussion board post)	
3.15	Negotiating Your Proposal (submit assignment)	
	Module 3: Live Synchronous Session #1	

MODULE 4: POST EMPLOYMENT SUPPORT

GOAL: In this module, participants will support services to stabilize the employee’s job placement and enhance job retention in two ways: 1) job coaching or training related to the job skills; and 2) extended services or assistance in order to maintain skills related to the job.

Assignment Number	Assignment Description	Time
4.1	Welcome to Module 4: Post Employment Supports	
4.2	Reviewing Module Details	
4.3a	The Importance of Natural Supports (discussion board post)	
4.3b	The Importance of Natural Supports (discussion board post)	
4.4a	How Do You Brush Your Teeth? (submit assignment)	
4.5a	Complete a Comprehensive Job Analysis (submit assignment)	
	Module 4: Live Synchronous Session #1	
4.4b	How Do You Brush Your Teeth? (discussion board post)	
4.5b	Complete a Comprehensive Job Analysis (discussion board post)	
4.6	Universal Design (discussion board post)	
4.7	Negotiating a Universal Design Strategy (submit assignment)	
4.8	Accommodations and AT in the Workplace (discussion board post)	
4.9a	Ensuring Just Right Supports (submit assignment)	
4.10	Planning Supports: Quiz (quiz)	
4.11	Performance Task - Negotiating Supports for a Comprehensive Support Plan (submit assignment)	
4.12a	Transportation Solutions (discussion board post)	
4.12b	Transportation Solutions (submit activity)	
	Module 4: Live Synchronous Session #2	
4.13	Entering Into Inclusive Workplaces (submit assignment)	

4.14a	Creating Independence (read and review)	
4.14b	Fading Support Plans (read and review)	
4.15	Data Tracking and Reinforcement (watch video)	
4.16	Discussion (discussion board post)	
4.17	Natural Supports (review)	
4.17a	Quiz: Natural Supports (quiz)	
4.17b	Let's Talk About Natural Supports (submit assignment)	
4.18a	Using Natural Supports to Facilitate Job Performance and Social Inclusion (read and review)	
4.18b	How to Support Inclusion in the Workplace (read and review)	
4.18c	The Checklist for Post-Employment (read and review)	
4.19	Case Study (submit assignment)	
4.20	Job Performance and Satisfaction (submit assignment)	
	Module 4: Live Synchronous Session #3	

MODULE 1 OUTLINE

GOAL: In this module, participants will be able to use historical information, philosophical understandings, and major constructs to apply the core values and principles of CE into practice.

1.1 Welcome to Module 1: Foundational Knowledge

1.2 Reviewing Module Details

1.3 CE Key Vocabulary Pre-Assessment

1. Activity Submission

1.4 What is Customized Employment?

1. Discussion Board Post

1.5 Benefits of Community Employment

1. Activity Submission

1.6 The Essential Elements of Customized Employment for Universal Application

1.6a Quiz: The Essential Elements of Customized Employment for Universal Application

1. Quiz

1.6b Discussion Post: The Essential Elements of Customized Employment for Universal Application

1. Discussion Board Post

1.7 Employment Specialist

1.8 Self-Determination

1.9 What is WIOA?

1. Discussion Board Post

1.10 What is ADA?

1.11 Key Legislation

1. Activity Submission

1.12 SSDI, MEDICAID

1.13 Agency and Funding Streams Scavenger Hunt

1. Activity Submission

1.14 Local and National Consumer Resources - Discrimination, Protection & Advocacy

1. Discussion Board Post

1.15 Professionalism for the Employment Specialist

1. Quiz

Module 1: Live Synchronous Session #1

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- 2.1 Welcome to Module 2: Job Discovery**
- 2.2 Reviewing Module Details**
- 2.3 What is Job Discovery?**
- 2.3b Job Discovery Tips**
- 2.4 Overview of Person-Centered Planning**
- 2.5 The Role of the Customized Employment Specialist**
- 2.6 Gather information About the Job Seeker**
- 2.7 What is the Outcome for Discovery?**

Module 2: Live Synchronous Session #1

- 2.8 Identify Opportunities for the Job Seeker**
- 2.9a Develop Opportunities for the Job Seeker**
- 2.9b Accommodation and Compliance: Five Practical Tips**
- 2.9c Quiz: Job Accommodation Network**
 - 1. Quiz
- 2.9d Develop Opportunities for the Job Seeker**
- 2.10 Bringing it All Together**
 - 1. Activity Submission
- 2.10b Quiz: Planning a Career Development Strategy**
 - 1. Quiz

- 2.11 Funding Streams and Financial Literacy**
- 2.11b Quiz: Funding Streams and Financial Literacy**
 - 1. Quiz
- 2.12a Self-Employment**
- 2.12b Self-Employment**
- 2.13 Referrals to Local Agencies & Networks**
- 2.14 Module 2: Live Synchronous Session #2**

MODULE 3: JOB DEVELOPMENT

GOAL: In this module, participants will collaborate with employers and employees to develop a customized job by negotiating placement, provision of supports, and terms of employment that will match the employee's interests, skills, conditions necessary for success while filling the unmet needs of an employer.

- 3.1 Welcome to Module 3: Job Development**
- 3.2 Reviewing Module Details**
- 3.3 Employment Trends**
 - 1. Discussion Board Post
- 3.4 Potential Local Employers**
 - 1. Discussion Board Post
- 3.5 Your Organization's Mission**
 - 1. Activity Submission (?)
- 3.6 Developing a Marketing Presentation**
 - 1. Activity Submission
- 3.7a Gathering Information About the Job Seeker**
- 3.7b Accommodations**
- 3.7c Conducting an Assessment**
 - 1. Activity Submission
- 3.8a Resumes, Cover Letters, Applications, Interviews and More**
- 3.8b Creating a Visual Resume**

1. Activity Submission

3.8c Applying for the Job

1. Activity Submission

3.9a Making the Connection

3.9b It's All About Relationships

3.9c Developing Relationships with Businesses

1. Discussion Board Post (?)

3.10 Getting in the Door

1. Discussion Board Post

3.11 Planning an Introduction

1. Activity Submission

3.12 Plan Your Follow-Up

3.13 Performance Task - Developing a Proposal

1. Activity Submission

3.14 Preparing For an Interview

1. Discussion Board Post

3.15 Negotiating Your Proposal

1. Activity Submission

Module 3: Live Synchronous Session #1

MODULE 4: POST EMPLOYMENT SUPPORT

GOAL: In this module, participants will support services to stabilize the employee's job placement and enhance job retention in two ways: 1) job coaching or training related to the job skills; and 2) extended services or assistance in order to maintain skills related to the job.

4.1 Welcome to Module 4: Post Employment Supports

4.2 Reviewing Module Details

4.3a The Importance of Natural Supports

1. Discussion Board Post

4.3b The Importance of Natural Supports

1. Discussion Board Post

4.4a How Do You Brush Your Teeth?

1. Activity Submission

4.5a Complete a Comprehensive Job Analysis

1. Activity Submission

Module 4: Live Synchronous Session #1

4.4b How Do You Brush Your Teeth?

1. Discussion Board Post

4.5b Complete a Comprehensive Job Analysis

1. Discussion Board Post

4.6 Universal Design

1. Discussion Board Post

4.7 Negotiating a Universal Design Strategy

1. Activity Submission

4.8 Accommodations and AT in the Workplace

1. Discussion Board Post

4.9a Ensuring Just Right Supports

1. Activity Submission?

4.10 Planning Supports: Quiz

1. Quiz

4.11 Performance Task - Negotiating Supports for a Comprehensive Support Plan

1. Activity Submission

4.12a Transportation Solutions

1. Discussion Board Post

4.12b Transportation Solutions

1. Activity Submission?

Module 4: Live Synchronous Session #2

4.13 Entering Into Inclusive Workplaces

1. Activity Submission?

4.14a Creating Independence

4.14b Fading Support Plans

4.15 Data tracking and Reinforcement

4.16 Discussion

1. Discussion Board Post

4.17 Natural Supports

4.17a Quiz -Natural Supports

1. Quiz

4.17b Let's Talk About Natural Supports

1. Activity - in small group discuss??

4.18a Using Natural Supports to Facilitate Job Performance and Social Inclusion

4.18b How to Support Inclusion in the Workplace

4.18c The Checklist for Post-Employment

4.19 Case Study

1. Activity Submission

4.20 Job Performance and Satisfaction

1. Activity - turn to each other and discuss?

Module 4: Live Synchronous Session #3