



Curriculum Review Process

1. Who can apply to have curriculum reviewed?

The applicant must be a dues-paying organizational member of ACRE. Entities wishing to provide ACRE-approved training must maintain their organizational membership for as long as they wish to continue providing ACRE training.

Interested persons contact the Curriculum Review Coordinator, at curriculum@acre2021.onmicrosoft.com and request information to begin the process.

2. Submitting information to ACRE for review

A. Preparing for curriculum review

- The applicant will use the Curriculum Competency Review Form to conduct a review of their curriculum, indicating where and how each competency is addressed.
- At least 40 hours of instruction of content must be delivered (online or in person). The 40 hours must be direct instruction, activities, exercises and field assignments that directly connect to the ACRE competencies.
- Skill-based competencies must be addressed through instructor-led discussion (classroom or online), activities, exercises, or field-based assignments; or supervised practicum or mentorship. Non-instructor led online instruction can only be used for some knowledge-based competencies.

B. The following documentation must be submitted:

- a) Complete an ACRE Competency Review Cover Sheet and send to the Curriculum Review Coordinator, curriculum@acre2021.onmicrosoft.com (you will get these forms when you have the initial meeting with the Coordinator)
- b) Complete the ACRE Curriculum Competency Review Form. The Coordinator will review the form and respond with next steps. You will have an initial phone conversation with the coordinator to answer any initial questions before beginning the review process.
- c) Sign the Organization Agreement, ensuring that organizations providing any ACRE approved curriculum will meet the requirements of ACRE.
- d) Reviewers will be assigned, and applicant will be informed of reviewer's names and when to expect them to make initial contact to begin the review process.
- e) Reviewers will request a copy of the syllabus or syllabi, including the learning objectives and the modality of the training (classroom/workshop, online instructor-led, or online not instructor-led and access to course material).
- f) All curriculum reviews must submit 100% percent of course content from all four domains; that includes a summary of presentation materials (PowerPoints), handouts, activities, quizzes and exercises..

g) Also submit:

- i. Copies of all fieldwork assignments.
- ii. Information about how the course material and training are being made accessible for people with disabilities.
- iii. Tracking tool, documenting hours of instruction, completed activities, and/or assignments to be used for each course. A template will be provided and may be adapted to fit individual curriculum.
- iv. Mentor qualifications if a practicum is used for any portion of the required 40 hours
- v. *For new ACRE members or current members not engaged in ACRE training within the past 18 months:* Letter of reference from an agency/organization with whom the applicant has a training agreement (Training and Technical Assistance Center, vocational rehabilitation agency, developmental disabilities agency, mental health agency, etc.) attesting to the quality of the training, applicant capacity to organize and deliver training, and applicant commitment to the mission of individualized community employment
- vi. *For new ACRE member trainers or current members not engaged in ACRE training within the past 18 months:* Letter of reference attesting to the knowledge and skills of the trainer and the trainer's ability to:
 1. Deliver content and facilitate exercises and discussions
 2. Create an interesting environment that is respectful of all learners
 3. Show a commitment to individualized community employment
- vii. A summary of trainee evaluations for one workshop delivered by the trainer
- viii. A resume or vita of all trainers.

3. Curriculum review procedure

A lead curriculum reviewer is assigned to each curriculum review by the ACRE Review Coordinator. Documentation is sent to this person, who forwards the information to any additional reviewers. The two- or three-person review team should reflect the diversity found in current ACRE membership. The lead reviewer will be the person to initiate contact to request access to the curriculum, they will facilitate any calls needed to begin the process.

Confidentiality Agreement:

Every ACRE member who volunteers to review ACRE curriculum signs a confidentiality agreement that indicates that they will not copy, share or use any course material that is provided for the review process.

Reviewers will ensure that all competencies are being addressed through analysis of course syllabi and/or agendas, as well as the completed Curriculum Competency Review Form (for both knowledge and skill competencies), and fieldwork assignments, activities, and exercises (for skill competencies).

Following the review, a determination to approve, conditionally approve, or deny the curriculum is made and communicated to the applicant. Approved means all competencies are being met, conditionally approved means there are some areas missing evidence of competencies being met and needs minor improvements and denying means there is not enough evidence, or no evidence of

competencies being met. There are times reviewers need clarification of materials not found in what was submitted, they may ask for additional evidence of such materials. If after reviewing clarifying materials and the curriculum is still not approved, feedback will be given regarding areas needing revision, and the curriculum can be resubmitted for re-review, once changes are made. The curriculum must be resubmitted with requested changes within 60 days. The curriculum will be reviewed by the original reviewers. If the review process takes longer than 60 days, a new review will be expected at a cost of \$750.00 with new reviewers.

Once approved, the applicant receives a sample certificate and the ACRE logo, directions for submitting the names of trainees who earn their certificate to the website for the certificate registry and the agency name will be added to the ACRE website as an approved ACRE training member.

4. Recertification

Curriculum must be re-reviewed every five years. Previously approved training curricula can be used to award certificates until the recertification process is completed.

If an ACRE-approved training undergoes significant changes regarding content or modality, contact the Curriculum Review Coordinator to determine whether a recertification and review process is necessary for approval.

Approved training organizations are expected to submit resumes and evaluations of any new trainers during the re-certification process.

5. Benefits of ACRE Membership

Collaboration, participation, and accountability are necessary to ensure a consistently high standard of training being provided by ACRE members. The benefits to ACRE members include:

- a. ACRE trainees have the opportunity to earn an ACRE national certificate of completion and prepare for the national CESP exam administered by APSE.
- b. Meeting state standards/requirements. Some states require some standard of training and/or a recognized certificate.
- c. Belonging to a peer group of trainers and educators who are committed to excellence, sharing and professional development. Ideally, this could develop into an online community of practice that could share approaches or even specific materials or exercises.

6. Application and Payment for Review

To be eligible to have a curriculum reviewed, an ACRE Organizational Level membership is required. The Curriculum Review fee is \$750.00. The review process will begin once the application and the payment is received.

Online ACRE Curriculum Review Application: <http://sgiz.mobi/s3/84641af99ea4>

Payment method: Credit Card or check

Upon submitting your application you will be emailed an invoice and payment instructions.

Questions? Contact curriculum@acre2021.onmicrosoft.com