

ACCE

***Academics, Community, Career Development and
Employment Program***

Application
Fall 2018-Spring 2019



Name _____

Date Received (official use only) _____



PROGRAM DESCRIPTION

Easterseals Arkansas (ESA) and the University of Arkansas at Little Rock (UA Little Rock) worked together to develop the Academics, Community, Career Development and Employment Program (ACCE). ACCE offers the opportunity and support for students with intellectual and developmental disabilities (ID/DD) to successfully participate in post-secondary education. The goal is for the students to achieve **Academic** success, lead productive lives in the **Community**, develop a **Career**, and secure competitive integrated **Employment**. ACCE provides a one year (two semester), nonresidential, certification program for students with ID/DD. Academics, social opportunities, work exploration and job placements are all important components of the program. The students have a college experience while preparing for competitive employment.

The ACCE classes are provided on the UA Little Rock campus and include technology in the workplace, interpersonal skills and communication, problem solving, conflict resolution, self-advocacy, and career development. The program also increases independent life skills such as wellness, time management, and personal finance. ACCE students learn about resources in the community, such as public transportation and housing that can greatly impact their ability to work.

In addition to the classroom experiences, internships offer practical on the job-experience and the opportunity to learn core skills that are necessary to secure competitive employment in the community. Internships are offered in a variety of jobs to help ACCE students identify employment options that interest them and that match their skills.

Please return this application by March 5, 2018. **Applications must be complete, or they will not be considered.**

Hard Copy to: Leslie Harms, ACCE Instructor
Easterseals Arkansas
3920 Woodland Heights Road
Little Rock, AR 72212

Electronic Copy to: lharms@eastersealsar.com with the words **ACCE Application Packet** in the subject line

ELIGIBILITY CRITERIA

Applicants for the Academics, Community, Career Development and Employment program (ACCE) need to meet the following eligibility criteria:

- Have a documented intellectual disability or developmental disability.
- Have completed high school with a diploma or a Certificate of Program Completion.
- Are between the ages of 18 and 30 years of age.
- Have an interest in going to college as a non-degree seeking student to expand career opportunities and earn a certificate awarded by the Academics, Community, Career Development Employment Program.
- Will present appropriate behaviors such as no behaviors that would cause harm to self or to others or that would require extensive behavioral support from others.
- Can make personal decisions.
- Have functional communication skills (verbal or augmented).
- Can safely navigate the UA Little Rock campus.
- Can manage own self-care.
- Will commit to a one-year/two semester program, taking 10 hours per week of classes and participating in internships 12-15 hours per week. **Note: Students are expected to attend classes and internships. However, there may be days missed for reasons beyond the student's control. If attendance falls below 85%, the student will be asked to provide documentation for the absences.**
- Have a goal to work competitively upon completion of the college certificate program.
- Agree to follow UA Little Rock's Student Code of Conduct in class and on campus.
- Will listen and respond to directions from an instructor, education coach, mentor or work supervisor.
- Have experience in attending and participating in classes for up to 50-90 minutes.
- Will apply for services through Arkansas Rehabilitation Services (ARS) with competitive employment being the outcome.
- ARS may fund the tuition cost of \$3,500 per semester if the student qualifies. An additional cost of \$500 per semester is the responsibility of the student. The ACCE program is a two-semester program.
- If the student does not want competitive employment at the end of the program, then the tuition may be private pay. If tuition is private pay, student accounts must be current each semester in order to continue in the program.
- Will pass a criminal background check for internship and employment sites.

The purpose of this application packet is to provide information to the ACCE Program Selection Committee regarding each applicant's skills, abilities and background. The Selection Committee may contact the applicant, a parent, case manager, employer, or reference to gather additional information as needed. Our final goal is to select prospective students who will be successful in college, earn a certificate from ACCE and reach the outcome of competitive employment in the career of their choice.

The Selection Process:

1. Submit the completed application by March 5, 2018.
To Leslie Harms, Easterseals Arkansas, 3920 Woodland Heights Road, Little Rock, AR 72212

OR

Electronically to lharmseastersealsar.com with the words "ACCE Application Packet" in the subject line
2. The Selection Committee will review only applications that have all of the requested information. The selection process is as follows: after the applications are reviewed, Interviews with the selected applicants will be conducted, the student selection will be finalized, and letters will be sent to all applicants with their decision by April 5, 2018.
3. All accepted students must apply for Vocational Rehab. (VR) services through ARS prior to the beginning of the program. If determined eligible by ARS, \$7,000 of the student's tuition will be paid. Easterseals staff will help the student and family with the ARS process.

The ACCE program at UALR is designed to:

- (1) Serve students with ID/DD and provide individual supports and services for their academic and social inclusion in courses, extracurricular activities, and other aspects of campus life;
- (2) Focus on students' academic enrichment; social and interpersonal skills; independent living skills, including self-advocacy; and integrated work experiences and career skills that lead to gainful employment; and
- (3) Integrate person-centered planning in the development of each student's course of study and career exploration activities.

***PLEASE NOTE* ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED AND SUBMITTED TOGETHER FOR THE SELECTION COMMITTEE TO CONSIDER THE APPLICATION.**

- Completed Application Packet**
 - **Application (pages 7–12)**
 - **Identification of Skills and Support Needs (pages 13-18)**
 - **Three Reference Forms (pages 19-21)**

- Most Recent Transition Individualized Education Program (IEP), Individualized Service Plan (ISP), Individualized Plan for Employment (IPE), OR any combination thereof**

- Minutes from Most Recent Eligibility Determination with Specified Disability Diagnosis or Psychoeducational Testing Results**

- High School Transcript**

- Attendance Record and Disciplinary Record (if a current high school student)**

- Results from Career Assessments and/or Transition Assessments (if available)**

Return completed Packet by March 5, 2018 to:

**Leslie Harms
Easterseals Arkansas
3920 Woodland Heights Road
Little Rock, AR 72212**

OR

Electronically to lharms@eastersealsar.com with the words “ACCE Application Packet” in the subject line

Questions?

Leslie Harms, ACCE Instructor, at 501-414-5804 or Linda Rogers, VP Adult Programs, 501-227-3652

- Applications Due: March 5, 2018
- Student Interviews: March 5-16, 2018
- Student Selection: April 5, 2018
- Student Orientation: August 6, 2018
- Classes Begin: August 20, 2018

Application for Admission

To be completed by individual (and family)

Personal Data

Name _____
Last First Middle

Address: _____
Street City Zip Code

County/City of Residence: _____ Email Telephone

Name of High School you attend/attended: _____

Date of Birth: _____ Male ___ Female ___

Parent/Guardian Name: _____ Parent/Guardian e-mail: _____

Address: _____
Street City Zip Code

Parent/Guardian
Home Phone: _____ Cell Phone: _____
Work Phone: _____

Have you ever been convicted of a misdemeanor? ___ yes ___ no

Have you ever been convicted of a felony? ___ yes ___ no

Parent/Student Information:

1. If accepted, a Consent to Exchange Information must be signed to share relevant information with participating agencies and businesses.
2. Equal Opportunity: Acceptance will be made without regard to race, color, religion, national origin, age, gender, political affiliation, veterans' status, sexual orientation, or disability.

Applicant Signature: _____ Date: _____

Parent/Guardian Signature _____ Date: _____

EDUCATION EXPERIENCE:

What year did you graduate high school? _____

What type of diploma will you or did you earn?

Standard Certificate Other _____

Have you attended college or a training program before? Yes _____ No _____

If yes, where? _____ How long? _____ Completed program? Yes ___ No ___

EMPLOYMENT/WORK EXPERIENCE:

Are you currently employed? ___ Yes ___ No. If yes, where? _____

Will you maintain current employment during the academic semester, in addition to taking classes?

Yes ___ No ___ N/A ___

Describe two of your most recent jobs. If no paid work experiences, then describe a volunteer work at school or in the community. Attach a resume if you have one.

Employment Site	Job Duties	DATES	HOURS/WEEK	WAS THIS A PAID POSITION?
	• • • • •			Yes No
	• • • • •			Yes No

If no longer employed, why did you leave your job(s)?

Application for Admission

Fall Application 2018

SERVICE AGENCIES: (This information is used to assist the Selection Committee in determining if financial assistance for ACCE tuition and fees is available.)

Do you receive services or supports from Arkansas Rehabilitation Services (ARS) If so, complete the section below:			
Agency		Counselor or Case Manager Name	Phone or email address
Arkansas Rehabilitation Services (ARS)	___No ___Yes		
I give permission to inform my service providers (ARS) that I am applying to ACCE:			
Signature _____		Date _____	
Do you have Medicaid Waiver? ___No ___Yes		Provider:	
Do you receive benefits from Social Security Administration?		___ No ___ Yes	Type of benefits:

HEALTH SUPPORTS:

List any health or medical supports needed for full participation in *Academics, Career, Community and Employment program* at UALR:

OTHER SUPPORT SUMMARY:

Do you need any supports or accommodations, including positive behavioral supports, to be successful in the classroom, on campus, or on a job?

Yes ___ No ___

If yes, please explain:

Will you have access to a home computer or laptop with internet?

Yes ___ No ___

If yes, please describe what type of computer you use and the capability to access the internet:

Application for Admission

To be completed by individual (and family)

APPLICANT ESSAY QUESTIONS

(Complete in your own words with or without a person assisting you to write your responses.)

Why do you want to be a student in *Academics, Career, Community and Employment program* at UA Little Rock?

Describe your disability in your own words:

Describe your learning style, how you like to receive directions, how you take tests, what accommodations you have found to be most helpful, and anything else you would like to add:

List individuals in your life who could assist with making the *Academics, Career, Community and Employment program* at UA Little Rock experience successful:

-
-
-

15. POSTSECONDARY GOALS:

List the desired postsecondary goals from most recent transition planning meeting (IEP, ISP, IPE, etc.):
Education:
Training:
Employment:
Independent Living:

Applicant Signature: _____

Date: _____

ACCE Applicant Contract

Read the applicant contract below, sign and date it.

I, _____, understand that college students in the *Academics, Career, Community and Employment program* at UA Little Rock must abide by the following terms and conditions:

- I will apply for services through the Arkansas Department of Rehabilitation Services to assist in the cost of the program, or I will private pay any cost associated with the program.
- I will complete one year/two semesters in the ACCE certificate program.
- I will follow my course schedule, attend classes, and complete course assignments to the best of my ability.
- I will pass a criminal background check for internships, if required, and employment sites.
- I will participate in internships on or off campus during my program.
- I will call my instructor when I will be absent or late and will submit a physician's/agency's note for absences when requested.
- I will follow the guidelines of the program by demonstrating appropriate behavior and dress.
- I understand that information about the other students is confidential.
- I understand that I am responsible for transportation to and from UA Little Rock.
- I will follow all the rules established by *Academics, Career, Community and Employment Program* at UA Little Rock.
- I will attend scheduled meetings with my program staff and understand that I can invite others to participate in the meetings.
- I will be an active participant and communicate any issues at our meetings.
- I will actively work with the ACCE staff in securing competitive employment after graduation.

I have read the above and understand that this program is voluntary and I must agree to these terms if I am accepted into *Easterseals Arkansas Academics, Career, Community and Employment program* at UA Little Rock. I understand that I may be asked to leave if I fail to follow the terms and conditions.

Applicant Signature

Date

Guardian Signature

Date

Identification of Skills and Support Needs

To be completed by the applicant and others as needed (family, teacher, support coordinator, case manager, transition coordinator, advocate, etc.)

Instructions: Please use the following scale to represent level of functioning in each section

- (3) Student is independent
- (2) Student requires some/moderate support
- (1) Student requires complete support

Applicant name: _____ Date: _____

Individual completing form (if different from Applicant): _____

1. TRANSPORTATION

Provides own transportation via car, scooter, bike, walking	Current Level of Functioning 3 2 1
Makes own transportation arrangements	Current Level of Functioning 3 2 1
Routinely uses public transportation	Current Level of Functioning 3 2 1
Uses special transportation (if yes, what: _____)	Current Level of Functioning 3 2 1
Family provides all transportation	Yes No

2. TRAVEL SKILLS

Travels in familiar settings	Current Level of Functioning 3 2 1
Travels in unfamiliar settings	Current Level of Functioning 3 2 1
Crosses streets safely	Current Level of Functioning 3 2 1
Uses public transportation	Current Level of Functioning 3 2 1
Orienting Skills	Current Level of Functioning
• Identifies signs	3 2 1
• Carries identification	3 2 1
• Asks for help	3 2 1
• Responsible for possessions	3 2 1
• Uses caution with strangers	3 2 1
• Reads maps	3 2 1

	Comments:
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3. SAFETY SKILLS

Applicant is alone at home and/or other settings for up to ____ hours and displays age appropriate safety skills	Current Level of Functioning 3 2 1
Uses phone to dial emergency or familiar numbers	Current Level of Functioning 3 2 1
Asks for assistance if in need of help or if lost	Current Level of Functioning 3 2 1
Is aware of basic responses to fire, accidents, inclement weather and emergency alerts	Current Level of Functioning 3 2 1

4. PHYSICAL MOBILITY/ORIENTATION/MOVEMENT

No physical limitations	Yes	No
Navigates stairs, minor obstacles, classrooms, and campus grounds	Current Level of Functioning 3 2 1	
Uses walker or wheelchair	Current Level of Functioning 3 2 1 NA	
Other considerations		

5. PERSONAL CARE

Takes responsibility for personal care	Current Level of Functioning 3 2 1
Grooming:	Current Level of Functioning
• Brushes teeth	3 2 1
• Uses mouthwash	3 2 1
• Brushes/combs hair	3 2 1
• Styles hair	3 2 1
• Skin care	3 2 1
• Uses make-up	3 2 1
• Cleans eyeglasses	3 2 1
	Comments:
Dressing	Current Level of Functioning
• Dresses self	3 2 1
• Chooses appropriate clothes	3 2 1
• Dresses appropriately for season/weather conditions	3 2 1

	Comments:
Hygiene <ul style="list-style-type: none"> • Showers/ bathes daily • Uses deodorant daily • Washes hands with soap after using the restroom • Manages menstrual care (females) 	Current Level of Functioning 3 2 1 3 2 1 3 2 1 3 2 1 Comments:

6. COMMUNICATION/BEHAVIOR

Communication is clearly understood	Current Level of Functioning 3 2 1
Uses key words/phrases	Current Level of Functioning 3 2 1
Uses sounds, gestures, pictures, or sign language	Current Level of Functioning 3 2 1 NA
Uses augmentative communication device (Type:_____)	Current Level of Functioning 3 2 1 NA Comments:
Engages in socially appropriate interaction	Current Level of Functioning 3 2 1
Deals appropriately with conflict	Current Level of Functioning 3 2 1
Knows difference between friends, acquaintances, and strangers	Current Level of Functioning 3 2 1
Demonstrates listening skills (Can retell an event or story)	Current Level of Functioning 3 2 1

7. READING

Reads at ____ grade level	Current Level of Functioning 3 2 1
Uses sight words	Current Level of Functioning 3 2 1
Uses symbols (specify)	Current Level of Functioning 3 2 1 NA
Does not read	Current Level of Functioning 3 2 1 NA

8. MATHEMATICS

Completes math at ____grade level	Current Level of Functioning 3 2 1
Uses basic addition / subtraction	Current Level of Functioning 3 2 1
Counts ____number of objects and/or identifies numbers to _____	Current Level of Functioning 3 2 1
Identifies coins and bills and/or can make change up to a dollar	Current Level of Functioning 3 2 1
Manages saving/checking account	Current Level of Functioning 3 2 1
Uses ATM, debit card/credit card	Current Level of Functioning 3 2 1
Handling Money/Budgeting <ul style="list-style-type: none"> • Makes shopping lists • Knows budget constraints • Handles money exchanges • Tallies tip at restaurants 	Current Level of Functioning 3 2 1 3 2 1 3 2 1 3 2 1 Comments:

9. USE OF ASSISTIVE AND OTHER TECHNOLOGY (CELL, OTHER)

Uses cell phone routinely for calls, scheduling, texting, etc.	Current Level of Functioning 3 2 1
Uses assistive technology on routine basis (_____)	Current Level of Functioning 3 2 1
Uses social networking (Facebook, Twitter, email, etc.)	Current Level of Functioning 3 2 1
Uses desktop or laptop computer, iPad, iTouch or similar device (_____)	Current Level of Functioning 3 2 1

10. PLANNING/SCHEDULING

Following daily routines <ul style="list-style-type: none"> • shows up on time • finds meeting locations • adapts to changes in routine • tells time 	Current Level of Functioning 3 2 1 3 2 1 3 2 1 3 2 1 Comments:
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Scheduling weekly activities Uses a time management system (e.g., calendar/day planner- paper or electronic)	Current Level of Functioning 3 2 1
Preparing for special outings <ul style="list-style-type: none"> • Arranges special things to do • Handles logistics involved in planning an event 	Current Level of Functioning 3 2 1 Comments:
Handling Time Management <ul style="list-style-type: none"> • Plans homework time • Arranges study area • Attends to homework • Plans for chores, meetings, leisure time • Arranges transportation 	Current Level of Functioning 3 2 1 3 2 1 3 2 1 3 2 1 3 2 1 Comments:

11. Social and Living Skills

Social, Behavior and Living Skills	Current Level of Functioning
• Introduces self	3 2 1
• Follows instructions	3 2 1
• Accepts criticism or consequence	3 2 1
• Accepts no for an answer	3 2 1
• Greets people	3 2 1
• Gets people's attention appropriately	3 2 1
• Makes requests appropriately	3 2 1
• Disagrees appropriately	3 2 1
• Gives negative feedback appropriately	3 2 1
• Resists peer pressure	3 2 1
• Apologizes	3 2 1
• Engages in conversation	3 2 1
• Gives compliments	3 2 1
• Reports peer behavior appropriately	3 2 1
• Performs basic chores such as cleans room, feeds pet	3 2 1
• States the value of coins and discriminates between bills of different denominations	3 2 1
• Purchases items using the correct amount of money	3 2 1
• Orders meal in a fast-food restaurant	3 2 1

12. FLEXIBILITY/STRESS

Adapts to change easily	Current Level of Functioning 3 2 1
Accepts feedback or changes behavior	Current Level of Functioning

	3	2	1
Identifies and responds effectively to authority figures	Current Level of Functioning 3	2	1
Uses stress management strategies	Current Level of Functioning 3	2	1

13. Health and Sexuality

Awareness of sexuality issues <ul style="list-style-type: none"> • Awareness of public vs. private activities • Closes bathroom stall door • Appropriate show of affection • Appropriate control of sexual needs • Awareness of bodily and sexual functions • Knowledge and use of birth control methods • Knowledge of sexually transmitted disease 	Current Level of Functioning 3 2 1 3 2 1 3 2 1 3 2 1 3 2 1 3 2 1 3 2 1 3 2 1 Comments:
Knowledge of general health concerns <ul style="list-style-type: none"> • Manages disease transmission (i.e., covers mouth when sneezing/coughing, blows nose, etc.) • Cares for or manages health concerns specific to disability (i.e., skin care, range of motion, positioning of weight) • Manages medication (i.e., knows medication schedule, ability to swallow) • Cares for minor injury and/ or illness • Seeks assistance for medical needs 	Current Level of Functioning 3 2 1 3 2 1 3 2 1 3 2 1 3 2 1 3 2 1 3 2 1 3 2 1 Comments:

LIST THREE REFERENCES AND HAVE EACH OF THEM COMPLETE THE ATTACHED REFERENCE FORM

	Name	Type of Reference	Phone Number	Email Address
1.		Personal Reference (<u>not</u> a family member)		
2.		School or Work Reference		
3.		Community or Agency Reference		

THE PERSON ASSISTING THE STUDENT TO COMPLETE THIS APPLICATION IS:

Name	Title	Phone Number	Date
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Organization (if applicable) Phone Number Email contact

Applicant Signature

Personal Reference Form

_____ has applied for admission to Easterseals Arkansas Academics, Career, Community and Employment program (ACCE) at UA Little Rock. UA Little Rock and the program promote a supported education model that provides individualized supports to students with intellectual disabilities seeking a postsecondary experience to enhance their skills for employment. This model provides opportunities for career development using person-centered approaches, classes that teach skills necessary for employment and internships. Each student will complete a one-year (two semesters) of course work and internships and earn an ACCE certificate. Please answer the following questions to the best of your ability, scan and return by email to lharms@eastersealsar.com or by fax at 501-227-3658. For questions, contact lharms@eastersealsar.com or 501-414-5804.

This form is due by March 5, 2018

Name: _____
Relationship to applicant: _____
Address: _____
Email: _____ Phone: _____

How long have you known the applicant and in what capacity?

How do you feel the applicant would benefit from Academics, Career, Community and Employment program at UA Little Rock?

Describe the strengths that the applicant has that will make him/her a strong candidate for the UA Little Rock certificate program. Think in terms of character traits such as honest, considerate, and dependable as well as personal skills such as communication, ability to work as a team, and initiative.

In your opinion, what kinds of supports would be most helpful for this applicant to succeed in the certificate program?

School/Work Reference Form

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This form is due by March 5, 2018

Name: _____ Title: _____
Organization: _____ Phone: _____
Address: _____
Email: _____

How long have you known the applicant and in what capacity?

How do you feel the applicant would benefit from *Academics, Career, Community and Employment program* at UA Little Rock?

Describe the strengths that the applicant has that will make him/her a strong candidate for the UA Little Rock program. (Think in terms of attendance, punctuality, perseverance, motivation, positive attitude, response to instruction, solving conflict, and the quality of academic or work skills).

In your opinion, what kinds of supports would be most helpful for this applicant to succeed in the certificate program? (Think in terms of the best practice to help refocus the student or ways to provide constructive feedback or learning strategies that are beneficial to the student).

Community/Agency Reference Form

_____ has applied for admission to Easterseals Arkansas Academics, Career, Community and Employment program (ACCE) at UA Little Rock. UA Little Rock and the program promote a supported education model that provides individualized supports to students with intellectual disabilities seeking a postsecondary experience to enhance their skills for employment. This model provides opportunities for career development using person-centered approaches, classes that teach skills necessary for employment and internships. Each student will complete a one year (two semesters) of course work and internships and earn an ACCE certificate. Please answer the following questions to the best of your ability, scan and return by email to lharms@eastersealsar.com by fax at 501-227-3658. For questions, contact lharms@eastersealsar.com or 501-414-5804.

This form is due by March 5, 2018

Name: _____ Title: _____
Organization: _____ Phone: _____
Address: _____
Email: _____

How long have you known the applicant and in what capacity?

What evidence do you see that the applicant is motivated to work and pursue career goals?

Describe the strengths that the applicant has that will make him/her a strong candidate for the UA Little Rock certificate program. Think in terms of punctuality, perseverance, motivation, positive attitude, solving conflict, and academic or work skills. Specific examples are appreciated.

In your opinion, what kinds of supports would be most helpful for this applicant to succeed in the certificate program?