

ACCE

Academics, Community, Career Development and Employment Program

Application
Fall 2021



Name _____

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 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 on the UA Little Rock campus, while attending ACCE classes and preparing for competitive employment.

The ACCE classes 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 health, nutrition, stress management, 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 and retain 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.

The ACCE staff are Kaylan Norton, ACCE Coordinator/ Employment Specialist and Carlee Clifton-Pippin, Employment and Transition Manager. They are available to answer questions or to assist you with the application process. Their contact information is kj.norton@eastersealsar.com or 501-804-2037 or cclifton@eastersealsar.com or 501-353-3426.

Eligibility Criteria

Applicants for the ACCE program 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.
- 🍏 Copy of social security card, driver's license or state ID
- 🍏 Have an interest in going to college as a non-degree seeking student to expand career opportunities and earn a certificate awarded by the ACCE Program.
- 🍏 Will present appropriate behaviors such as, no behaviors that would result in disruptions to classmates or others on campus, 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 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. If attendance falls below 85%, the student will be asked to provide documentation for the absences.**
- 🍏 Demonstrates an interest and is motivated to securing competitive integrated employment upon the completion of ACCE.
- 🍏 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, employment specialist, mentor or internship supervisor.
- 🍏 Have experience in attending and participating in classes for up to 60-90 minutes.
- 🍏 Will apply for services through Arkansas Rehabilitation Services (ARS) with competitive employment being the outcome.
- 🍏 The tuition for ACCE is \$8,000 and that is \$4,000 per semester.
- 🍏 ARS may fund \$3,500 of the tuition per semester or \$7,000 for the year, **if the student qualifies**. An additional cost of \$500 per semester or \$1,000 for the year is the responsibility of the student and payment of \$100 per student is due within 10-days of the offer and acceptance of enrollment to ensure the student's enrollment in the

program. If not eligible for funding through ARS, then the student is financially responsible for the total cost of \$8,000.

- 🍏 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.

Application Guidelines

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. The goal is to select prospective students who will be successful in the program, earn a certificate from ACCE and reach the outcome of competitive integrated employment working 20 or more hours weekly in the career of their choice.

Submit the completed application to

**Kaylan Norton, Easterseals Arkansas, 3920 Woodland Heights Road,
Little Rock, AR 72212**

OR

**Email to: kj.norton@eastersealsar.com with the words "ACCE
Application Packet" in the subject line**

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

- Completed Application Packet**
 - ACCE Application**

Note: The ACCE Application has two sections. Once you have submitted this initial application, you will be contacted and provided with section II of the ACCE Application which must be submitted before your application will be sent to the selection committee to schedule an interview.
- 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)

Selection Process

You are encouraged to apply for services through Arkansas Rehabilitation Services (ARS), at the same time that you are completing the ACCE application.

After the ACCE application is received, the Selection Committee will review only applications that have all of the requested information. The Selection Committee is made up of representatives from Easterseals Arkansas and UA Little Rock.

The selection process is as follows: after the applications are reviewed, interviews with the selected applicants will be conducted, some students may be asked to do a second interview, the student selection will be finalized and letters will be sent to all applicants with their decision.

After being accepted into the ACCE program, if you have not applied for ARS, you should contact ARS as soon as possible. Kaylan Norton and/or Carlee Clifton-Pippin can assist you with the ARS application process.

If you are determined eligible, ARS may pay up to \$7,000 of your ACCE tuition. ARS funding is not guaranteed.

I understand that I need to apply for services through Arkansas Rehabilitation Services at the same time that I am completing the ACCE application. Being eligible for the ARS does not mean admission to the ACCE program is guaranteed.

Questions?

- **Kaylan Norton, ACCE Coordinator at 501-804-2037**
- **Carlee Clifton- Pippin, Employment and Transition Manager, at 501-353-3426**

Signature

Date

Application for Admission

To be completed by individual (and family)

Personal Data

Name

Last

First

Middle

Social Security Number

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

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)?

What employment goal do you have?

SERVICE AGENCIES: (This information is used to assist the Selection Committee in determining if financial assistance for ACCE tuition and fees may be 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 support needed for full participation in ACCE:

OTHER SUPPORT SUMMARY:

Do you need any support 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:

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-

15. POSTSECONDARY GOALS:

List the desired **postsecondary** goals from your most recent transition planning meeting (IEP, ISP, IPE, etc.):

Education:

Training:

Employment:

Independent Living:

Applicant Signature: _____

Date: _____

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

- 🍏 I will apply for services through the Arkansas Rehabilitation Services to possibly assist in the cost of the program. If I am not approved or funding is not available, I will private pay any cost associated with the program.
- 🍏 I will complete two-semesters in the ACCE program.
- 🍏 I will provide my transportation to and from the ACCE program and to off- campus internships, if applicable.
- 🍏 I will follow my course schedule, attend and actively participate in classes and complete course assignments to the best of my ability.
- 🍏 I understand that I will be notified about additional services offered such as Medicaid, SNAP, Trojan Food Pantry, Trojan Clothing Closet, Independent Living Services, Social Security Disability, Waiver services, referrals for counseling and/or ABA therapy.
- 🍏 I will complete and return the medical needs form to provide a safety plan and emergency contact information.
- 🍏 I will pass a criminal background check for internships, if required, and for employment sites.
- 🍏 I will actively participate in internships on or off campus during my program.
- 🍏 I will call my instructor and internship supervisor 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

