



Lead the Nation!

Pre- Conference Opportunity to take the Certified Employment Support Professional (CESP) exam at Special Discount Rates!

APSE is excited to announce the first national certification program for employment support professionals (i.e., job developers, job coaches, employment consultants, employment specialists) will hold two sessions of the **Certified Employment Support Professional (CESP)** exam during the pre-conference on June 26, 2012.

How is the national certification and training program certificates different?

Certification is the vehicle through which a profession or occupation uses to differentiate among its members, using standards developed through a consensus-driven process and based on existing legal and psychometric requirements. Training programs offer a certificate of attendance or completion when an individual completes the coursework, but there is no credential associated with the certificate.

The **Employment Support Professional Certification Council (ESPCC)** was developed in compliance with the guidelines of the National Commission for Certifying Agencies (NCCA), the accrediting body of the Institute for Credentialing Excellence. The ESPCC employs a nationally recognized accreditation process to define the roles and responsibilities of the Employment Support Professional and awards a credential, the **Certified Employment Services Professional (CESP)**, after an individual passes an exam to demonstrate their competence.

Benefits of Certification

Employment Support Professionals & Employment Service Agencies

- ✓ Earning the CESP credential or hiring ESP certified employee increases credibility within the profession and in the business community business.
- ✓ The ESP certification demonstrates a commitment to the profession by completing a rigorous process to earn a CESP.
- ✓ CESP certification opens up more job opportunities and fulfills personal and professional career goals.
- ✓ CESP certification provides greater assurance of safety and efficacy for the individuals supported by employment support professionals.

Community Stakeholders

- ✓ CESP certification provides national guidelines to validate and support the training currently provided by university and community college programs and other technical training centers across the country.
- ✓ The ESPCC sets the national standard for the knowledge and skills of Employment Support Professionals, saving state agencies the resources needed to establish state-by-state licensing requirements.
- ✓ CESP certification, unlike state level licensure, also enables portability across all states and regions. CESP is the recognized national standard for all states.



The Certification Process

The designation of **Certified Employment Support Professional (CESP)** is awarded to individuals who meet all of the eligibility requirements of the ESPCC and pass the examination.

1. **Education Requirement** — High school diploma, GED or equivalent
2. **Experience Requirement** — Each applicant must meet ***one*** of the following requirements:
 - a. 1 year of employment services professional (ESP) work experience as defined below, which may include up to a maximum of 3 months of internship or practicum time
 - OR***
 - b. 9 months of ESP work experience with training component as defined below
3. **Code of Conduct**— Each applicant must agree to and sign the Code of Conduct

Membership in APSE, or any other organization, is neither a requirement nor does it award any credit toward eligibility.

Register Now for the ESPC examination to be held at the APSE Annual Conference on June 26, 2012 :

Two sessions of the CESP examination will be offered at the APSE pre-conference session on June 26, 2012 in Arlington, Virginia. Up to 100 test takers may register for either session.

First CESP Exam : 8:00 am to 12:00 noon

Second CESP Exam : 1:00pm to 5:00pm

Registration Fees:

\$189.00 for test takers who are not from sponsoring states listed below.

\$ 100.00 for sponsoring states (currently sponsoring states include: Arkansas, Indiana, Minnesota, New Hampshire, and Wisconsin). Residents from these states may take the CESP exam at this discounted rate because their state sponsored the initial funding to develop the Employment Support Professional Certification Program.

Test Takers are not required to attend the conference. However participants may choose to also register and attend the APSE conference. The APSE annual conference also provides continuing education credits (CEU) for Certified Employment Support Professions who want to earn CEU credits to fulfill re-certification requirements.

****Please note that no one is guaranteed that they will pass the examination and only participants who pass the examination will be awarded the credential of Certified Employment Services Professional (CESP.) Test Takers who do not pass on their first attempt may choose to attend a second examination event (at their own travel costs) at a discounted rate for the exam fee.***

416 Hungerford Drive Suite 418 | Rockville, MD 20850

Phone: 301.279.0060 | Fax: 301.279.0075

www.apse.org



CESP Exam Application: June 26, 2012

Please print clearly and neatly. Fill out all sections of the application. Incomplete or illegible applications will not be processed. Confirmations and other important exam information will be sent to you via email. Please ensure your email address is correct.

Mail the application and registration fees to:

APSE
416 Hungerford Drive, Suite 418
Rockville, MD 20850

SECTION 1. Candidate Information (please print clearly)

| | | |
|---|--------------------------|---------------------|
| Last Name | First Name | Middle Initial/Name |
| Street Address/PO Box | | |
| City | State | Zip |
| Home Phone Number (including area code) | Email Address (required) | |
| Credentials | Employer/Company | |
| Job Title | Work Phone Number | |
| Address | | |
| City | State | Zip |

The name and address listed above must match the name and address on your government-issued photo identification required for entrance to the exam.

I am: a new applicant (not currently certified) applying to retest, date of last exam: _____

June 26, 2012 CESP Exam Session Requested (Choose one):

- 8:00 am to 12:00 noon
- 1:00 pm to 5:00pm

Registration fee (Please include payment payable to APSE):

- \$189.00
- \$100.00 for residents from sponsoring states which include: Arkansas, Indiana, Minnesota, New Hampshire, Wisconsin and New Orleans.

416 Hungerford Drive Suite 418 | Rockville, MD 20850
Phone: 301.279.0060 | Fax: 301.279.0075
www.apse.org



I am including a Request for Accommodations. Candidates requesting special accommodations must submit the Request for Accommodations form at least 2 weeks prior to the examination date.

SECTION 2. Eligibility

| | | |
|--|-----------------|-----------------|
| Education (please list highest level of education completed below): | | |
| School: | Degree: | Date Completed: |
| School: | Degree: | Date Completed: |
| Experience: | | |
| Length of paid ESP work experience (see definition below): | Years: | Months: |
| Length of internship(s): | Internship #1: | Internship #2: |
| Training: | | |
| Course Name: | Date Completed: | Total Hours: |
| Course Name: | Date Completed: | Total Hours: |
| Code of Conduct: | | |
| I hereby attest that I have read and understand the ESPCC Code of Conduct and agree to abide by the Code of Conduct. | | |
| Signature: | Date: | |

Work experience is defined as at least 20 hours per week of paid ESP related work. Work completed as part of an internship, practicum, or other on-the-job training may be counted up to the limits noted above. Work experience includes employment as a direct employment services professional, provision of direct employment services as an agency/company employee, and/or managerial or supervisory work in employment services. Experience in school-to-work transition environments providing employment services also qualifies as acceptable work experience.

Training is defined as an internship or practicum of at least 2 months in length and/or successful completion of an intensive training course that includes at least 32 hours of ESP related course work. The content for acceptable training courses must be directly related to the CESP content outline. Acceptable training content is related to supported and customized employment as well as training relevant to providing employment and community based supports to people with disabilities. Examples of acceptable training content includes: specialized training to work with specific disability groups (i.e. autism or mental illness), training on small businesses development, American with Disabilities Act (ADA) training, benefits counseling, and strategies for job development. Training related to segregated employment services or services that are not widely considered to be best practices will not be accepted.



SECTION 3. Attestation

I have read and understand the CESP Certification Handbook (available on the APSE Web site) and I agree to abide by the policies of the ESPCC, including confidentiality and disciplinary rules. I understand that the information I provide to ESPCC may be audited to verify my eligibility. I authorize ESPCC to make any necessary inquiries to verify my eligibility.

I understand that submission of false or misleading information at any time may be cause for withdrawal or revocation of this application and/or certification without refund of any fees.

I certify that the information contained in this application is true, complete, and correct to the best of my knowledge.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Request for Accommodations Form; June 26, 2012

ESPCC will provide reasonable accommodations for test candidates with disabilities that are covered under the Americans with Disabilities Act (ADA). Candidates requesting accommodations must submit the Request for Accommodations Form at least 2 weeks prior to the exam date. ESPCC reserves the right to review any request for accommodations and have requests considered by its own experts to ensure an appropriate level of accommodations and protect the integrity of the examination and certification.

| | | | |
|---|------------|--------------------------|--|
| Last Name | First Name | Middle Initial/Name | |
| Street Address/PO Box | | | |
| City | State | Zip | |
| Home Phone Number (including area code) | | Email Address (required) | |

Special Testing Accommodations

I request special accommodations as follows (check all that apply):

- Special seating or other physical accommodation
- Extended testing time
- Separate testing room
- Oral testing
- Other (please describe): _____

| | |
|-----------|------|
| Signature | Date |
|-----------|------|



Professional Documentation for Testing Accommodations

Professional evaluation must have been made no earlier than 3 years prior to application

I have evaluated _____ on ____ / ____ / ____ in my capacity as a
candidate name date

_____. I have been informed of the nature of the examination to
professional title

be administered. It is my opinion that because of this candidate’s disability, as described below, he/she should receive the special testing accommodations requested above.

Description of disability (please attach any supporting documentation):

If extra testing time is recommended, please specify the amount of time requested (e.g. 1 extra hour): _____

| | | | |
|--|-------|--------------------------|--|
| Professional’s Name | | Credentials | |
| Address | | | |
| City | State | Zip | |
| Professional License Number & State of Issue | | Email Address (required) | |
| Signature | Date | | |

Mail the application, request for accommodations, and registration fees to:

**APSE
416 Hungerford Drive, Suite 418
Rockville, MD 20850**

**416 Hungerford Drive Suite 418 | Rockville, MD 20850
Phone: 301.279.0060 | Fax: 301.279.0075
www.apse.org**