pennsylvania
DEPARTMENT OF HUMAN SERVICES

ODP Announcement

Upcoming Certified Employment Support Professional (CESP) Credential Examinations

ODP Communication Number: 129-17

The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.

ODP's Everyday Lives Conference: January 9 - 11, 2018, Hershey, PA

AUDIENCE: All interested parties and providers of the following employment services under the Consolidated, Person/Family Directed Support (P/FDS), and Community Living Waivers; as well as Base-Funded services:

- Supported Employment – Direct Service Professionals and Supervisors
- Small Group Employment – Direct Service Professionals and Supervisors
- Community Participation Support – Prevocational Services – Program Specialists and Supervisors

PURPOSE: To assist providers in meeting the qualification requirements for the aforementioned waiver services and positions, the Office of Developmental Programs (ODP) is sharing a list of Certified Employment Support Professional (CESP) examinations that are currently scheduled in Pennsylvania and contiguous states, as well as a brief description of the CESP examination.

DISCUSSION: In accordance with the provider qualification requirements in the Consolidated, P/FDS, and Community Living Waivers, the aforementioned waiver services and positions must hold one of the following:

1. A Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE).
2. The Basic Employment Services Certificate of Achievement or a Professional Certificate in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training.

Please note: The Consolidated and P/FDS waivers currently state that this requirement must be met by January 1, 2019 or within 60 days of hire if hired after November 1, 2018. ODP is

planning to amend the waivers to state that the requirement must be met by January 1, 2019 or within 6 months if hired after July 1, 2018. The Community Living Waiver has been approved with this information.

Attachment 1 provides a complete listing of all the currently scheduled exams in Pennsylvania and contiguous states. Attachment 2 provides a brief description of the CESP exam and requirements.

ODP anticipates that this will be the last communication released that conveys available CESP examinations. Future CESP examination announcements will be posted on the MyODP events calendar.

Exam	Date	Time	Location	Registration Deadline
Pennsylvania - Erie	Wednesday, January 17, 2018	9:00am to 12:00pm	Office of Vocational Rehabilitation, 3200 Lovell Place, Erie, PA 16503	1/2/2018
Pennsylvania - Reading	Thursday, January 18, 2018	9:00am to 12:00pm	3602 Kutztown Road, Suite 200, Reading, PA 19605	1/3/2018
Ohio - Canton	Saturday January 20, 2018	10:00am to 1:00pm OR 3:00PM to 6:00PM	Stark County Board of DD, 2950 Whipple Avenue, Canton, OH 44708	1/5/2018 *Note, morning session has limited spots remaining
Pennsylvania - Honesdale	Monday, January 22, 2018	9:00am to 12:00pm	32 Commercial Street, Honesdale, PA 18431	1/7/2018
Pennsylvania - Pittsburgh	Wednesday, February 7, 2018	9:00am to 12:00pm	1400 South Braddock Ave, Pittsburgh, PA 15218	1/23/2018
Ohio - Akron	Saturday February 10, 2018	9:00am to 12:00pm	Ohio Means Jobs Summit County, 1040 East Tallmadge Avenue, Akron, OH 44310	1/26/2018 *Note, limited spots remain
Pennsylvania - Erie	Thursday, February 15th, 2018	9:00am to 12:00pm	Office of Vocational Rehabilitation, 3200 Lovell Place, Erie, PA 16503	1/31/2018
Pennsylvania - California	Tuesday, March 13, 2018	9:00am to 12:00pm	California University of Pennsylvania, Keystone Rooms 209 and 211 , 250 University Avenue, California, PA 15149	2/26/2018
Pennsylvania – DuBois	Friday, March 16, 2018	9:00am-12:00pm	199 Beaver Drive, DuBois, PA 15801	3/1/2018
Pennsylvania - Harrisburg	Thursday, March 22, 2018	9:00am to 12:00pm	Pennsylvania Training & Technical Assistance Network (PATTAN), 6340 Flank Dr., Harrisburg, PA 17112	3/7/2018
Pennsylvania - Pittsburgh	Thursday, April 19, 2018	9:00am to 12:00pm	3190 William Pitt Way, Monongahela Room, Pittsburgh, PA 15238	4/4/2018
Pennsylvania - Malvern	Tuesday, April 24, 2018	9:00am to 12:00pm	Pennsylvania Training and Technical Assistance Network (PATTAN), Magnolia Room, Upper Level, 333 Technology Drive, Malvern, PA 19355	4/9/2018

Exam	Date	Time	Location	Registration Deadline
New Jersey - East Hanover	Thursday, April 26, 2018	10:00am to 1:00pm	Kessler Foundation, 120 Eagle Rock Avenue, East Hanover, NJ 07936	4/11/2018
Pennsylvania - Media	Thursday, May 24, 2018	9:00am to 12:00pm	Delaware County Community College, Room 4255 - Academic Building, 901 South Media Line Road, Media, PA 19063	5/9/2018

Please visit Pennsylvania's Association for People Supporting Employment First (PA APSE)'s website for more information on CESP Exam preparation and FAQ's: http://apse.org/certified-employment-support-professional/

You may apply to sit for any of these exams by following this link: http://apse.org/certified-employment-support-professional/exam-opportunities/

Consolidated, P/FDS, and Community Living Waiver Provider Qualifications

Supported Employment and Small Group Employment Providers:

Support Service Professionals must have one of the following by January 1, 2019, or within 6 months of hire if hired after July 1, 2018:

1. Hold a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE).
2. Have been awarded the Basic Employment Services Certificate of Achievement or a Professional Certificate in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training.

Community Participation Support Providers who are providing prevocational services to participants:

Program Specialists and Supervisors must have one of the following by January 1, 2019, or within 6 months of hire if hired after July 1, 2018:

1. Hold a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE).
2. Have been awarded the Basic Employment Services Certificate of Achievement or a Professional Certificate in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training.

CESP Examination Information

What is a Professional Certification?

The Employment Support Professional Certification Council (ESPCC) developed the **Certified Employment Support Professional™ (CESP™) certification program** to set a standard of knowledge and distinguish employment support professionals who have shown they have the skill and competence to perform the requirements of the job.

According to the Institute for Credentialing Excellence (ICE), the trade association for the professional certification industry, certification is the voluntary process by which a non-governmental entity grants a time-limited recognition and use of a credential to an individual after verifying that he or she has met predetermined and standardized criteria. It is the vehicle that a profession or occupation uses to differentiate among its members, using standards, sometimes developed through a consensus-driven process, based on existing legal and psychometric requirements.

In simpler terms, a certifying agency, the ESPCC, grants a credential to an individual who has demonstrated, by passing an exam, they have the knowledge and skill required to perform the job of an employment support professional.

Obtaining the CESP credential is one of the options that what will qualify a provider to render the employment services mentioned on Page 1. The other option is to obtain the ACRE Basic or Professional Certificate of Achievement.

Eligibility to Sit for the CESP Examination:

Candidates for CESP™ certification must meet all eligibility requirements in effect at the time of their application for certification.

Applicants for certification must meet all of the following requirements before they take the exam:

1. Education Requirement: High school diploma, GED or equivalent;
2. Experience Requirement: Each applicant must meet one of the following requirements: 1 year of employment support professional (ESP) work experience, which may include up to a maximum of 3 months of internship or practicum time; or 9 months of ESP work experience with training component; and
3. Code of Conduct: Each applicant must agree to and sign the Code of Conduct included in the application

Work Experience Definition: A minimum of 20 hours per week of paid Employment Support Professional (ESP) related work is required. Examples of paid ESP related work are:

- Work directly related to providing and/or supporting community-based employment services.
- 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 ESP service.
- Work completed as part of an internship, practicum, or other on-the-job training may be counted to the limits noted in the training definition.

Note Work related to residential and/or non-employment day services, segregated employment services will not be accepted.

Training: 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.

If you have questions around your eligibility, email cesp@apse.org. If you submit your application and are deemed ineligible to sit for the exam based on the requirements, you will be refunded your application fee minus a 25% administrative processing fee.

For more FAQs related to the CESP Examination, please visit: http://apse.org/certified-employment-support-professional/faq/