Certified Employment Supports Professional (CESP)

Domain 1 Application of Core Values and Principles to Practice

1A All people having the right to work and being entitled to equal access to employment in the general workforce (zero exclusion)

1B All people have the right to earn wages commensurate with wages earned by others in similar positions in similar industries in the general workforce

1C Disability etiquette

1D People First Language

1E Job seeker strengths, interests, and talents

1F Full inclusion in the general workforce

1G Self-determination and empowerment

1H Providing community-based services outside institutional, group, and pre-vocational settings

1I Involvement of job seeker in the employment process as a collaborative effort that includes paid and non-paid supports

1J Impact of employment services history on current practice

1K Legislation and regulations related to employment

1L Funding sources for employment services

Domain 2 Individualized Employment and Career Planning

2A Counseling job seeker on rights and responsibilities, including rights to, and process of, disability Disclosure

2B Practices unique to school-to-work

2C Rapid engagement of job seeker in the employment process

2D Limitations of traditional vocational evaluation for job seeker with significant disabilities

2E Motivational interviewing techniques

2F Interviews with job seeker and others familiar with his/her abilities and work history

2G Impact of job seeker demographic background

2H Reviewing job seeker information to identify the most important factors for successful employment

2I Familiarity with job seeker current daily routines and environments

2J Benefit analysis for job seeker

2K Strategies to support job seeker to become economically self-sufficient

2L Non-work needs that may impact successful employment (e.g., transportation, counseling, food assistance, financial housing)

2M Job seeker's skills and talents, modes of communication, and preferred style of learning

2N Integration of relevant employment information into a vocational profile that reflect job seeker's interests, goals, and aspirations

2O Community-based work assessment

2P Paid work trials and job tryouts

2Q Volunteering as a bridge to competitive, integrated employment

2R Job shadowing

2S Informational interviews

2T Self-employment resources for job seeker

2U Referrals to appropriate agencies, organizations, and networks based on career plans

2V Scope and limitation of funding sources for ongoing support

Domain 3 Community Research and Job Development

3A Gathering and analyzing labor market information

3B Identifying patterns in job markets

3C Maintaining updated information on businesses, type of jobs available, and locations of jobs within the community

3D Developing and communicating effective marketing and messaging tools for employment

3E Explaining the scope of services provided by employment support professionals

3F Targeting message to specific audience

3G Using language and images that highlight abilities and interests of job seekers

3H Developing job seeker portfolios and visual resumes

3I Facilitating informational interviews with businesses

3J Sensitivity and awareness of workplace culture and climate

3K Strategies for job matching

3M Employment proposals based on business and the job seeker's preferences

3N Responding to business' concerns about the job seeker's abilities and interests

3O Responding to business' concerns about the job seeker's disabilities

3P Incentives to businesses when hiring a job seeker with disabilities (e.g., tax credits, on-the-job training, diversity goals)

Domain 4 Workplace and Related Supports

4A Communicating with job seeker/employee and integrating natural and paid supports

4B Impact of earned income on benefits

4C Transportation for work

4D Collaborating with housing/residential staff

4E Gathering clear job expectations from businesses

4F Preparing and coordinating for the first day on the job

4G Developing and implementing a job analysis

4H Ensuring the employee is provided typical employer orientation/training

4I Ensuring introduction of employee to co-workers

4J Supporting the employee to meet employer expectations

4K Fostering co-worker relationships and workplace connections

4L Supporting the employee through the employer's training process and adapting if needed

4M Recognizing and adapting supports to individual learning styles and needs

4N Baseline assessment from a task analysis

4O Formal educational programs and apprenticeships

4P Supporting the employee to understand and follow employer's policies and procedures

4Q Ensuring the employee receives job performance feedback from the employer

4R Use of data collection to monitor job performance

4S Collaborating with employee, employer, co-workers, and support team to develop and implement a plan and strategies for fading supports

4T Adapting and recommending accommodations to support job performance