

Customized Employment (CE) Credentialing Approval Request



Instructions: Applicant completes Section 1 and submits request form with required documentation via email to LEO-MIVR-CECredentialing@michigan.gov. A determination by Michigan VR staff will be made within 30 calendar days from receipt of application.

Section 1: To be completed by Applicant

Applicant Information					
Applicant Name:					
Business Name:					
Address:		City:		Zip:	
Phone:		Email:			
Training Model:	<input type="checkbox"/> Griffin-Hammis Associates (GHA) ¹				
Type of Credential (select one):	<input type="checkbox"/> Full Approval ²	<input type="checkbox"/> Annual Renewal ²	<input type="checkbox"/> Extension Request ²		

Full Approval - Attach Certification/Documentation	
<input type="checkbox"/> Association of Community Rehabilitation Educators (ACRE) training certification in Employment Services with an Emphasis on CE (2016 or later)	Date of Certification:
<input type="checkbox"/> Performance-based/mentoring standards documentation from training model provider (2019 or later)	Date of Completion:

Annual Renewal - Attach Fidelity Reports Approved by Qualified VR Administrator		
<input type="checkbox"/> Discovery	<input type="checkbox"/> Job Development/Placement	<input type="checkbox"/> Consultative Employment Training and Supports (CETS)

Annual Renewal Extension Request	
<input type="checkbox"/> Fidelity report(s) have not been submitted to qualified VR administrator	<input type="checkbox"/> Fidelity report(s) have not been approved by qualified VR administrator
Rationale (required):	

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Section 2: To be completed by Michigan VR staff (retain original and copy requestor) Date Received: Enter date

VR Staff Approval			
Applicant Name:			
Type of Credential (select one):	<input type="checkbox"/> Full Approval	<input type="checkbox"/> Annual Renewal	<input type="checkbox"/> Extension Request
Name/Job Title of VR Staff:			
Office Location:			
Information Submitted:	<input type="checkbox"/> Complete		<input type="checkbox"/> Not Complete
	Item(s) Missing:		
Applicant is:	<input type="checkbox"/> Approved to deliver CE services for Michigan VR		<input type="checkbox"/> Not approved to deliver CE services for Michigan VR
	Rationale/Recommendation, if applicable:		
Approval Dates:	Start Date:		Expiration Date:
Signature:			

¹**Training Model:** Michigan VR recognizes that GHA has met the standards due to their experience in the development and delivery of CE and fidelity tools. ACRE Training and Performance-Based/Mentoring must have been obtained from GHA to receive credentialing approval. No other CE models for service delivery will be accepted without prior VR review and approval.

- ²**Type of Credential:**
- Full Approval - Initial authorization to deliver CE services
 - Annual Renewal – Annual reauthorization to deliver CE services
 - Extension Request – Authorization for additional time to apply for annual renewal

For additional assistance, applicant can email LEO-MIVR-CECredentialing@michigan.gov