



The Arc of Indiana Foundation exists to provide opportunities for vocational training for people with disabilities that empower and lead to meaningful employment through EGTI

[www.erskingreeninstitute.org](http://www.erskingreeninstitute.org)



# Overview

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The Arc of Indiana - a statewide advocacy organization for people with disabilities.

The Arc of Indiana Foundation - creating opportunities for vocational training for people with disabilities that empower and lead to meaningful employment through EGTI.

Employs a minimum of 20% PWD at the hotel and restaurant

- Courtyard Muncie at Horizon Convention Center
- Thr3e Wise Men Brewing Co.

# Erskine Green Training Institute

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Postsecondary training opportunity

Individuals with any type of disability

Have exited high school (may apply while in high school)

High school diploma not required - may have a CoC, GED, or dropped out

In and out of state residents

- Priority given to Indiana residents

# EGTI Team

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Director, Megan Stevenson



Instructor, Sarah Lambert



Student Support  
Specialists, Daniel Gurulé  
Grace Clark  
Fenway Park



Nurse, part-time

# Community Living/Overnight Support

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Two staff will be on duty during evenings and weekends and one overnight staff.

These individuals will be responsible for overseeing and supporting all students.

If more individualized support is needed, students should access resources through Medicaid Insurance or their Medicaid Waiver (Indiana residents only): Family Supports Waiver, Community Integration and Habilitation Waiver, Aged and Disabled Waiver, and TBI Waiver.

# Student Application

Application checklist—required documents

In-person interview and assessment (2hrs)

Student receives a letter in the mail indicating whether they have or have not been accepted.

New student orientation

- \$25 Application Fee:
  - ◆ cash
  - ◆ checks (make checks payable to The Arc of Indiana Foundation, Inc.)
  - ◆ money orders (make payable to The Arc of Indiana Foundation, Inc.)
  - ◆ credit card (visit Pay Application Fee Online under Admissions tab)
- Diagnosis documentation
- Immunization records or document to justify objection
  - ◆ 2 MMR
  - ◆ 1 Meningitis
  - ◆ Booster dose of Td (Tetanus and Diphtheria) or Tdap (Tetanus, Diphtheria, and Pertussis) within 10 years prior to admission
  - ◆ If you are applying for a healthcare position, please refer to the healthcare section on the website for additional immunization requirements.
- If applicant has exited high school within the past three years:
  - ◆ Individualized Education Program
- If applicant exited high school more than three years ago:
  - ◆ Work evaluations, if applicable
- Copy of Certificate of Completion, Diploma, or GED
- Legal Guardianship Documentation, if applicable
- Limited Criminal History Records  
(For Indiana residents, information can be found at [www.in.gov/lsp](http://www.in.gov/lsp) - Criminal History Services)
- Scholarship Application, if applicable
- Selected Training Program/s
- Applicant Information
- Work History
- Level of Support Questionnaire
- Applicant Questionnaire
- Housing Exemption Form, if applicable
- 4 – 5 letters of recommendation

# Training Programs: 10/13 wks

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## Healthcare

- Nutrition Services
- Environmental Services - Housekeeping
- Patient Transport
- Supply Chain: Inventory Distribution

## Hotel

- Front Desk Agent
- Heart of the House - room attendant, laundry attendant, linen runner and houseperson

## Restaurant

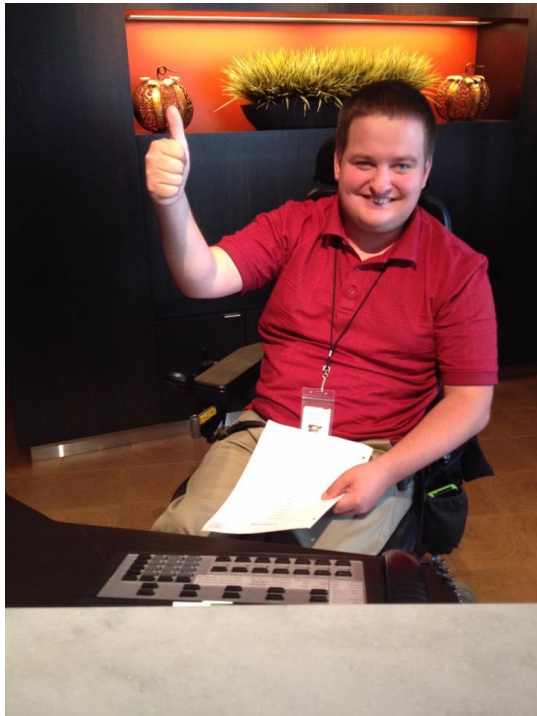
- Kitchen Cook
- Host/Server Assistant
- Dishwasher/Server Assistant



# Training Program Descriptions

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Written job descriptions, duties & responsibilities, and video vignettes for each position are located under “curriculum” section of the website.





# Certification

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## START certification through AHLEI

- Front Desk Agent
- Guest Service Professional
- Room Attendant
- Kitchen Cook

## ServSafe®

- Kitchen Cook

All students will leave with documentation indicating the skills mastered and those that may require additional work.

# Training Session Structure

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15-20 students per training session

8:00am - 3:30pm; Monday - Friday

## Content Instruction

- Format - large/small group, 1:1, and OTJ



# Training Session Structure

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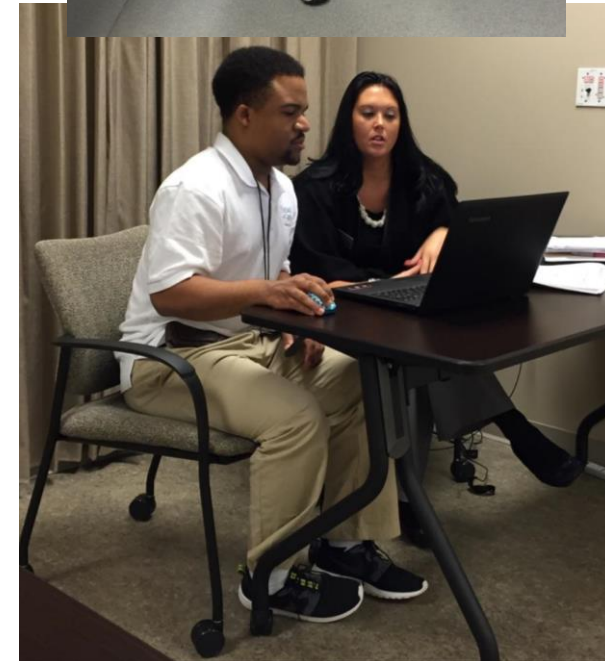
Week 1 of each training session - Orientation

## Internship

- Last 4 weeks of each training session

## Work Readiness Instruction

- Class time scheduled around internship hours to address work readiness skills such as resume development, interviewing, application understanding, job searching, etc.
- Additional work readiness skills will be taught throughout their time at EGTI, as needed. Skills may include time management, proper dress, hygiene, social skills, etc.







# Independent Living Skills

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Students interested in attending EGTI are expected to be independent in many of the skills listed within the prerequisites document found in the **Housing** section of the EGTI website.

Students should receive specific instruction and training on these skills before applying.

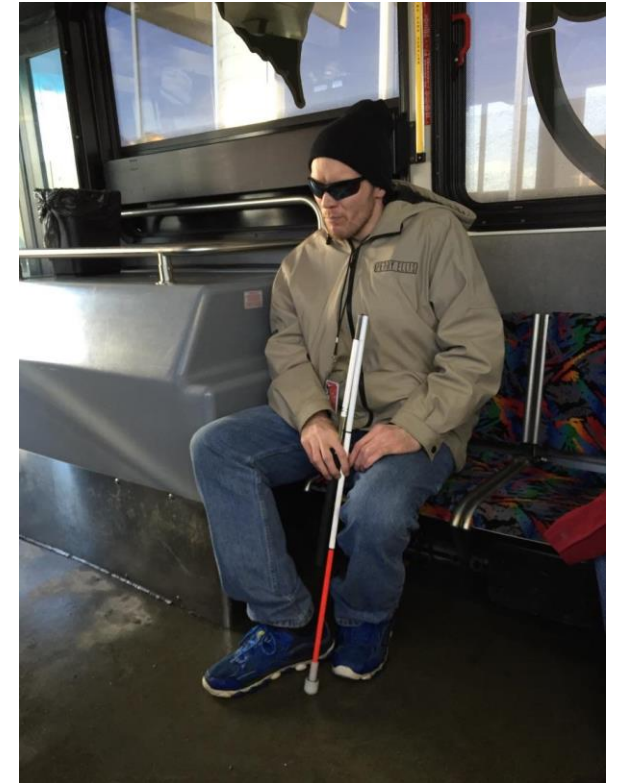
Strategies and supports should be in place to address any of the skills that remain a challenge.

Students should be able to manage their own medications.



# Community Access Checklist

Developed to ensure students have the skills necessary to safely access the community without support.





# Training Program Costs

## 2018 Housekeeping: Heart of the House (Hotel) - 10 Weeks

Tuition	\$6,283
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Room and Board with Student Roommate	\$5,225
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Room and Board Single Room	\$8,900
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Community and Living Support	\$1,500
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Wellness	\$160
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Internship Uniform	\$50
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Materials Fee	\$110
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Total Program Cost with Student Roommate	\$13,328
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\* All attempts will be made to assign a roommate if desired. If one can't be secured, the single rate will apply.

	\$17,003
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Total Program Cost Single Room	
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	\$6,603
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Total Program Cost Commuter	
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# Scholarships / Funding

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Scholarship updates will be posted under “Admissions” on EGTI website.

Vocational Rehabilitation

# Student Handbook

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This student handbook will allow you and your family to have a clear understanding of EGTI's procedures and policies.

We ask that you review this prior to the start of your program.

Additional instruction regarding procedures and policies will be provided during the new student orientation and throughout the first week of your training session.

# Evening and Weekend Activities

Mentors: Community & Fitness

Meal plans:

- Thr3e Wise Men Brewing Co.
- Hotel Bistro
- Chesterfield's Café
- Ball State University dining halls
- IUHBMH Cafeteria
- Subway

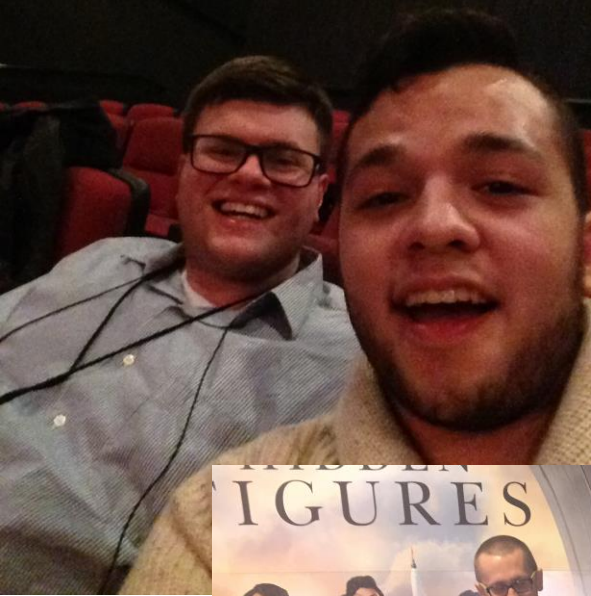




# BSU Dining







Movies



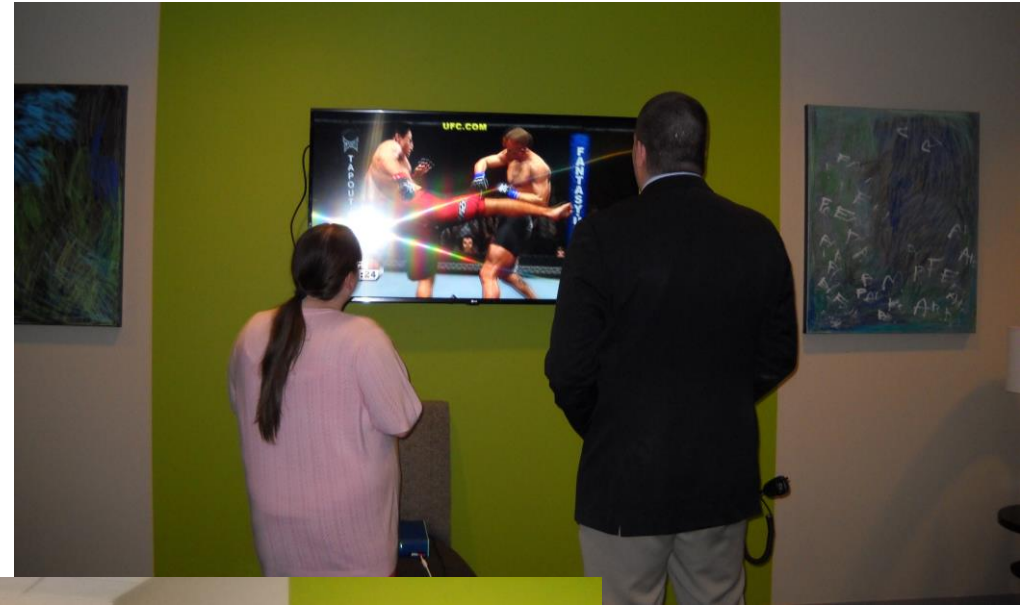
BSU Sporting Events







Shopping



Video Games



YMCA

# Completion of Training Program

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Students will move back to their hometown to obtain employment.

EGTI will work with students on identifying places to apply.

Students will work with their community rehabilitation provider to assist with job search and additional job coaching, if needed.

Working with Ball State University to conduct follow-up research to measure post-school outcomes.

# Career Sampling Sessions

## Purpose

- Provide an opportunity for students to sample each job to see if any are of interest before applying to EGTI.

## Structure

- 2 days
- Students will rotate through each job and have opportunities to perform portions of the job.
- EGTI staff will be with students assessing skill level in each job.
- Students will be provided copies of the assessment documentation to assist with future career planning.
- Free of charge





# Social Media

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Facebook/YouTube: Erskine Green Training Institute

Twitter/Instagram: @ErskineGreen

Snapchat: egti15

EGTI E-News sign-up on website

# Questions?

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