Use this template letter/email to help your request to attend the 2020 APSE Conference

I am writing to request support in attending the 2020 Association of People Supporting Employment First Virtual Conference, beginning June 16-17, 2020, then continuing with additional virtual sessions throughout summer 2020. The theme for the conference is “Employment First: Elevated.”

By attending the 2020 APSE Virtual Conference, I will have access to 30+ hours of educational content. Leading experts, practitioners, and educators will be available to share resources, actionable ideas, and innovative practices to support my role.

The conference is hosted by [APSE](http://www.apse.org), a professional membership association that provides education and resources for organizations and individuals who have a vested interest in Employment First. APSE is the only national, non-profit membership organization dedicated to Employment First.

The Employment First concept means the first and preferred option for people with disabilities, who are receiving assistance from publicly funded systems should be hired in the general workforce.

Simply put, Employment First means real jobs, for real pay. The APSE Virtual Conference will allow me to connect with attendees, speakers, and subject matter experts, all who support and work toward equitable employment for all.

Broad session topics will include:

* Innovative Practices for Inclusive Employment, with a focus on mental health, school to work transition, employer engagement, and technology in the workplace
* Emerging trends in research and public policy
* Organizational growth, including diversifying the workforce, planning for the future, provider transformation, and staff development
* Grassroots advocacy, including employment first state stories, and state approaches to employment first policy and funding

As a professional, registration is [$380 for APSE members | $480 for APSE members]. The conference includes a flexible, extended, multiple-week format, as well as access to all sessions so I can attend each one! With over 30 sessions, each one is less than $20 a session.

Attending the 2020 National APSE Conference will help me perform my job more effectively and reach my crucial learning objectives for this year, which include:

[insert personal and professional performance objectives]

The knowledge and skills I will acquire are also immediately applicable to our organization’s goals and initiatives, such as:  
[insert current projects unique to your employer, mission, and objectives]

[If you hold a certification/require continuing education credits]

The conference will also help me meet my continuing education requirements for my certification. In past years the conference has been awarded around 13 CE hours. The virtual event will allow for 30+ hours of Continuing Education.

**[**[**CRC**](https://www.crccertification.com/continuing-education):] There will also be available ethics credits sessions available for me to help in reaching my ethics requirements.

**[**[**CESP**](https://apse.org/cesp-central/recertification/):] I would submit this for credit for CESP recertification. While CESP credits for Continuing Education (CE) are not pre-approved by the ESPCC, conference session content will align with CESP content, and documentation of attendance will be provided.

Thank you for your consideration of supporting my professional development by helping me to attend the 2020 APSE Virtual Conference: An Elevated Learning Experience beginning June 16, 2020.

Kind regards,

[Insert Your Name]