

JACE WorkFORCE Architect

Employee Quick-Reference Sheet

What Is This Tool?

JACE WorkFORCE Architect is an AI-powered career and training strategy system built for you. It helps you plan your professional development, track your CEUs, prevent burnout, prepare for promotions, and build real expertise — all using your organization’s approved courses. Type what you need in plain English. No technical skills or special commands required.

What This Tool Can Do for You

Your Power	What It Means
Professional Growth	Build a structured development plan instead of guessing what to take next
License Protection	Track your CEUs, verify eligibility, and never scramble before renewal
Promotion Readiness	Complete leadership and advanced tracks before opportunities open
Burnout Prevention	Schedule resilience and self-care modules before exhaustion hits
Specialty Building	Develop depth in trauma, forensic, military, youth, or cultural areas
Performance Confidence	Strengthen documentation, ethics, and crisis skills on your terms
Career Optionality	Build broad competencies that give you flexibility inside and outside

Top 10 Employee Prompts (Copy & Paste)

Copy & Paste These Prompts:

- “Build a 12-month professional growth plan for me as a Peer Recovery Specialist.”
- “Create a CEU acceleration strategy so I finish my hours early.”
- “Help me build a specialty track in trauma-informed care.”
- “What courses should I take to prepare for a supervisor role?”
- “Build a personal burnout prevention routine using approved courses.”
- “Which courses are CEU eligible and which are not?”
- “Create a 24-month CEU renewal plan for my license.”
- “Help me strengthen my documentation skills.”
- “Build a specialty track for working with forensic populations.”
- “I don’t know where to start. Help me organize my professional development.”

How to Use It (4 Simple Steps)

Step	What to Do	Example
1. Open	Go to the tool link your organization provided	Open the chat interface in your browser
2. Type	Write what you need in plain English	“Build me a growth plan for the next 6 months.”
3. Read	Review the structured plan it creates for you	You’ll see courses, timelines, CEU labels, and tags
4. Refine	Ask follow-up questions to adjust the plan	“Now add a burnout prevention track to that plan.”

CEU Essentials (If You Hold a License)

If you have an LCPC, CPRS, or any credential that requires continuing education, this section is critical.

What the Tool Does Automatically When CEUs Are Involved:

Cross-checks every course against the CEU and Non-CEU catalogs
Labels each course clearly as “CEU Eligible” or “Non-CEU”
Builds a CEU Verification Matrix (course, status, completion, certificate, notes)
Provides LMS tagging and export instructions for your records
You do NOT need to request this — it generates automatically

Your License = Your Responsibility

Do not rely on HR or your supervisor to track your CEUs for you.
Complete CEUs early and spread them across your renewal cycle.
Download and store your certificates after every completed course.
Use the tool to verify CEU eligibility before counting any course toward renewal.

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Your Monthly Growth Checklist

Frequency	Action
Monthly	Check your CEU progress against your renewal deadline
Monthly	Complete required modules early — not at the last minute
Monthly	Apply one skill from a recent module to your daily work
Monthly	Bring one training insight to your next supervision meeting
Monthly	Identify one area for growth and explore relevant courses
Quarterly	Complete one ethics or boundaries refresher module
Quarterly	Review your documentation quality and take a refresher if needed
Quarterly	Complete one advanced or specialty module beyond requirements
Annually	Build next year’s professional development plan using the tool
Annually	Confirm your full CEU count and download all certificates

Build a Specialty (Stand Out from the Crowd)

You can use the tool to intentionally develop depth in a focus area. This makes you more valuable, more confident, and more promotable.

Specialty Area	What to Ask
Trauma-Informed Care	“Build a specialty track in trauma-informed care from approved courses.”
Forensic / Reentry	“Create a forensic peer specialist learning pathway.”
Military / Veteran Services	“Design a military culture competency track for me.”
Youth & Family Services	“Build a youth and family support specialty pathway.”
Cultural Responsiveness	“Create a cultural responsiveness development plan.”
Grief & Loss Support	“Build a grief counseling specialty track from the approved library.”
Crisis Response	“Help me strengthen my crisis intervention skills with LMS courses.”
Documentation Excellence	“Create a documentation mastery pathway for me.”

7 Ways Training Builds Career Confidence

- Repeated skill exposure reduces hesitation during real events
- Strong documentation protects your job and your license
- Ethics refreshers prevent the boundary drift that ends careers
- Completing advanced modules before being asked builds quiet credibility
- Specialty depth makes you the go-to person for complex cases
- Self-care modules prevent the burnout that causes ethical lapses
- A structured growth plan gives you direction when work feels chaotic

Quick Dos and Don’ts

Do This	Avoid This
Complete CEUs early and spread them across your cycle	Wait until CEUs are overdue to start
Apply one thing you learn each week	Treat modules as checkboxes to rush through

Track your own CEUs independently	Assume HR or your supervisor tracks it for you
Use the tool to build a growth plan	Guess which courses to take next
Take self-care modules before burnout hits	Ignore resilience training as “optional”
Bring training insights to supervision	Keep training and supervision as separate worlds

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