Pre-ETS Work Experience Authorizing Process

**What type of work experience?**

### Intermediate Job
( Employer pays the wages)

- **Student is Potentially Eligible for VR**
  - Authorize for 1-2 hours as Pre-ETS Work-Based Learning/Work Experience-Services at $75/hour for “first meeting”.
  - Complete all 3 pages of Pre-ETS Referral form.

### Short-term experience
( Provider pays the wages)

- **Student is Eligible for VR**
  - Authorize for intake fee on P/T contract as Pre-ETS Support Service-Intake/Pre-ETS Intake.
  - Complete Invitation to Placement form.

Intake or “first meeting” takes place. **Placement Plan** must be written.

- **Authorize up to 30 hours** as Pre-ETS Work-Based Learning/Work Experience-Services at $75/hour.
  - Includes any of the following:
    - Help the student find a job
    - Orient the student to the job
    - Follow-up with the student and employer
  - Billable time can also include phone calls/emails with student/student’s team/employers.
  - Can go beyond 30 hours with RAM approval.

If student eligible for VR needs coaching authorize Pre-ETS Services in Support of Pre-ETS/Work-Based Learning Coaching for Pre-ETS at $75/hour. Coaching can cover orienting and following up with student/employer.

- **Authorize up to 10 hours** as Pre-ETS Work-Based Learning/Work Experience-Services (or Work-Based Learning Coaching, as applicable for VR eligible students) at $75/hour.
  - Includes any of the following:
    - Orient the student to the work experience
    - Follow-up with the student and employer
  - Billable time can also include phone calls/emails with student/student’s team/employers.
  - Can go beyond 10 hours with RAM approval.

- **Authorize up to 20 hours** as Pre-ETS Work-Based Learning/Work Experience-Services at prevailing wage + 50% admin. fee. # of hours can be more or less than 120 hours. No RAM approval needed for # of hours. If student eligible for VR needs coaching, authorize Pre-ETS Services in Support of Pre-ETS/Work-Based Learning Coaching for Pre-ETS at $75/hour. Coaching can cover orienting and following up with student/employer.

- **Intake or “first meeting” takes place.**
- **Site is already developed**
- **Provider will develop site**