



# PRE-EMPLOYMENT TRANSITION SERVICES

## DEFINITIONS FOR P/T CONTRACTS

### Pre-ETS Job Exploration Counseling

#### Job Exploration Counseling Services

Work with a student to explore vocational interests, the labor market, in-demand industries and occupations, non-traditional employment options, and/or identify career pathways of interest. Can also include setting up classroom speakers that discuss careers.

### Pre-ETS Post-Secondary Education Counseling

#### Post-Secondary Education Counseling Services

Assist a student to enroll or remain enrolled in postsecondary education or training by helping them understand how to successfully transition to a postsecondary education or training program; identify postsecondary education and training options; understand how their career goals line up with education and training options; complete steps for enrolling in a postsecondary education or training program; learn about and apply for postsecondary financial aid options; learn about various supports and assistive technology used by students with disabilities at college, such as where and how to get alternative formats of textbooks; learn about information on course offerings, career options, the types of academic and occupational training needed to succeed in the workplace, and how post-secondary opportunities associated with career fields or pathways would pertain to a student who is currently enrolled to ensure they are on the right pathway; and make decisions about changing majors and/or education or training programs.

### Pre-ETS Workplace Readiness Training

#### Workplace Readiness Training Services

Arrange and provide any of the following:

- **Benefits Information Services**  
Assist a student to understand how their benefits work in order to help them with their career planning. This is a high-level overview and is general in nature.
- **Independent Living Services or Soft Skills Training**  
Assist a student to understand independent living skills, financial literacy skills, communication, interpersonal skills, or other soft skills necessary for employment.
- **Job Seeking Skills Training**  
Provide counseling and/or training to a student regarding the techniques to prepare for, secure, retain, advance in, or regain competitive integrated employment. This includes assisting students in preparing resumes and job applications, developing job interviewing skills, providing training on how to address a business' perceptual barriers and prepare to meet a business'

expectations, assisting the students to become knowledgeable about job duties, personnel benefits, rates of pay, employment policies and practices, and the job location prior to job acceptance.

- **Transportation Training**

Assist a student to understand how to use public transportation.

### Pre-ETS Instruction in Self-Advocacy

#### Instruction in Self-Advocacy Services

Arrange and provide opportunities for: learning about disability and its impact; learning about/ how to request accommodations, services, supports, and assistive technology; learning about personal rights and responsibilities; mentoring (peer mentoring, disability mentoring, group mentoring or e-mentoring); and participating in youth leadership activities offered in educational or community settings.

### Pre-ETS Work-Based Learning

#### Introductory Work Activities

Arrange and provide any of the following:

- **Career Mentorship Experience**  
Facilitate an opportunity for a student to engage with a mentor who teaches or provides career-related guidance and advice.
- **Informational Interview**  
Facilitate an informal conversation for a student with someone working in a career area/job that interests the student, who will give them information and advice. It is not a job interview and the objective is not to find job openings.
- **Job Shadow**  
Facilitate an opportunity for a student to observe different jobs and ask businesses questions about the skills, knowledge, and abilities needed to perform the tasks involved in the job.
- **Service Learning**  
Facilitate an activity for a student that integrates meaningful community service with classroom instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.
- **Workplace Tour/Field Trip**  
Facilitate an excursion for a student to gain first-hand observation of specific work sites. Students learn about the business, meet employees, ask questions and observe work in progress. Often conducted in a group.

## Pre-ETS Work Experience - Services

Facilitate a work experience intended for the student to explore careers, understand the nature of work, and/or build foundational work skills. Only the student and employer evaluate how the work experience went. There are 3 ways Community Partners can support work experiences:

1. Follow-up for a work experience that has already been developed. VRS staff can authorize up to 20 hours for this service (which includes a first meeting for potentially eligible students, service time, and travel/transportation time). If additional hours are needed VRS staff must consult with and receive approval from their supervisor.
2. Site development and follow-up for a Short-Term Work Experience. VRS staff can authorize up to 30 hours for this service (which includes a first meeting for potentially eligible students, service time, and travel/transportation time). If additional hours are needed VRS staff must consult with and receive approval from their supervisor.
3. Site development and follow-up for an Intermediate Work Experience. VRS staff can authorize up to 40 hours for this service (which includes a first meeting for potentially eligible students, service time, and travel/transportation time). If additional hours are needed VRS staff must consult with and receive approval from their supervisor.

## Pre-ETS Work Experience - Wages

The Community Partner pays the student a prevailing wage plus receives 60% of that wage for administrative costs for a Short-Term Work Experience.

## Pre-ETS Internship - Services

Develop and/or provide follow-up for a time-limited professional learning opportunity that allows a student to gain relevant skills and experience in a particular career field that aligns with their job goal. Only the student and the employer evaluate how the internship went. There are 2 ways Community Partners can support internships:

1. Follow-up for an internship that has already been developed: 20 hours (which includes a first meeting for potentially eligible students, service time, and travel/transportation time). If additional hours are needed VRS staff must consult with and receive approval from their supervisor.
2. Site development and follow-up for an internship: 30 hours (which includes a first meeting for potentially eligible students, service time, and travel/transportation time). If additional hours are needed VRS staff must consult with and receive approval from their supervisor.

## Pre-ETS Internship - Wages

The Community Partner pays the student a prevailing internship wage plus receives 60% of that wage for administrative costs for an internship.

## Services in Support of Pre-ETS

These services can only be provided to students eligible for VR (not potentially eligible students).

### Pre-ETS Intake

Intake fee for students who are eligible for VR services.

### Work-Based Learning Coaching

Provide support, training and consultation to a student and employer to facilitate a successful work-based learning experience.

## Continuation of Pre-ETS as a General VR Service

(for individuals eligible for VR services but no longer eligible for Pre-ETS)

**Pre-ETS Title:** Pre-ETS Job Exploration Counseling Services

**General VR Title:** Employee Development Services (EDS) or Job Seeking Skills Training

**Pre-ETS Title:** Pre-ETS Postsecondary Education Counseling Services

**General VR Title:** Postsecondary Supports

**Pre-ETS Title:** Pre-ETS Instruction in Self-Advocacy Services

**General VR Title:** Independent Living Services

**Pre-ETS Title:** Pre-ETS Workplace Readiness Training

**General VR Title:**

- Benefits Coaching
- Employment Development Services (EDS) (for Soft Skills Training)
- Job Seeking Skills Training
- Independent Living Services
- Transportation Training (Public Transportation Training)

**Pre-ETS Title:** Pre-ETS Introductory Work Activities

**General VR Title:**

- Informational Interview
- Job Shadow

**Pre-ETS Title:** Pre-ETS Work Experience-Services

**Pre-ETS Title:** Work Experience-Services

**Pre-ETS Title:** Pre-ETS Work Experience-Wages

**General VR Title:** Work Experience-Wages

**Pre-ETS Title:** Pre-ETS Internship - Services

**General VR Title:** Internship Services

**Pre-ETS Title:** Pre-ETS Internship - Wages

**General VR Title:** Internship Wages

**Pre-ETS Title:** Pre-ETS Work-Based Learning Coaching

**General VR Title:** Job Coaching