

# PRE-EMPLOYMENT TRANSITION SERVICES



**WORKFORCE  
SERVICES  
REHABILITATION**

## For Students with Disabilities

### What are Pre-Employment Transition Services?

Pre-Employment Transition Services, also called “Pre-ETS,” — offered to any student with a disability — aids students in exploring and planning for successful future employment, through targeted training in:

- Career exploration
- Workplace readiness
- Counseling on postsecondary education
- Self advocacy
- Work-based learning

### Eligible Students for Pre-ETS

1. Must be aged 14-21, and
2. Eligible for and receiving services under the Individuals with Disabilities Education Act (IDEA) or is an individual with a disability for purposes of section 504, and
3. Is enrolled in a secondary or postsecondary educational program

### Services Offered

Vocational Rehabilitation (VR) Counselors and Pre-ETS Instructors:

- Attend individualized education program (IEP) meetings with parents and students
- Conduct Job Readiness workshops at schools
- Provide one-on-one counseling and coordination services with eligible clients

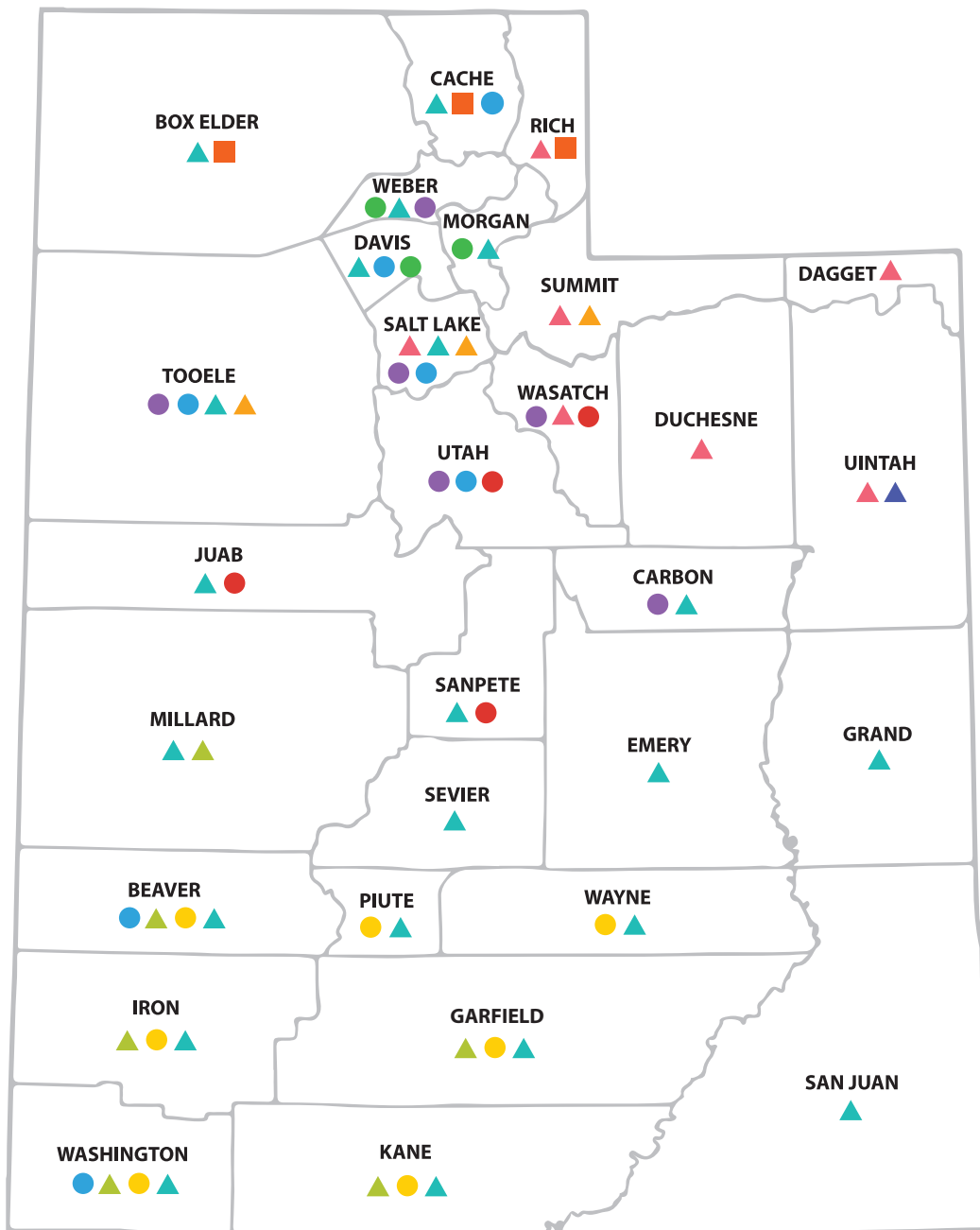
**Community Partners\*:** Provide Pre-ETS instruction for clients in either one-on-one or group settings, in the following ways:

- **Contracted Service:** The Utah State Office of Rehabilitation (USOR) has contracted with community partner agencies to provide Pre-ETS instruction for eligible and potentially eligible students, helping to ensure these services are available statewide.
- **Fee-for-Service:** Community partner agencies provide specific Pre-ETS allowable services for eligible clients, authorized by a VR Counselor.

*\*See page 2 for a list of USOR-sponsored contracts and description of services for more information.*

**NOTE:** Receiving Pre-ETS instruction provided by a USOR-sponsored contract is the beginning of a continuum of services USOR offers to students with disabilities. Students with disabilities do not need to be a USOR-Vocational Rehabilitation client to receive Pre-ETS through our contracts, but may apply for VR services at any time. However, contractors will confirm that students meet criteria to participate in their services prior to commencing with services.

**Utah State Office of Rehabilitation • [jobs.utah.gov/usor/students](http://jobs.utah.gov/usor/students)**



## Pre-ETS Offered

1. Career Exploration Counseling
2. Workplace Readiness Training
3. Counseling on Postsecondary Education
4. Self-Advocacy
5. Work-Based Learning

## Pre-ETS Providers

- Ability 1st Utah: **1, 2, 4**
- ▲ Columbus Community Center: **1-5**
- Community Options: **1-5**
- Easter Seals: **1-5**
- ▲ Logistic Specialties, Inc: **1-5**
- Roads to Independence: **1-5**
- ▲ RRCI: **2, 4**
- Southern Utah University: **1-5**
- ▲ Utah Independent Living Center: **2, 4**
- Utah State University: **1-5**

# CONTRACTED COMMUNITY PARTNER AGENCIES






<p><b>ABILITY 1ST UTAH</b> Shauna Parks 801-373-5044 ext. 208 shauna@ability1stutah.org</p>	<p>Ability 1st Utah provides classroom instruction, which includes a variety of topics, such as independent living, communication, job readiness, advocacy and money management. The student's participation in our program can help them to gain the knowledge, confidence and self-esteem necessary to preparing to enter the world of work.</p>
<p><b>COLUMBUS COMMUNITY CENTER</b> Debbie Downs 385-715-5374 ddowns@columbusseves.org</p>	<p>Columbus works with participants to pair them with a Pre-Employment Specialist who works with each student to determine their strengths, interests and needs. The Pre-Employment Specialist will explore each student's interest field, in order to set up short internships and explore postsecondary options.</p>
<p><b>COMMUNITY OPTIONS</b> Shannon Wilkins 801-649-7143 shannon.wilkins@comop.org</p>	<p>Community Options will provide a variety of classroom lessons and individualized services in order to explore and develop each student's skills, interests and abilities. Community Options will provide each student with a staff member who will customize the lesson and activities to the student and their unique objectives in order to successfully prepare for the transition from school to work.</p>
<p><b>EASTER SEALS</b> Crystal Emery 801-376-6012 crystale@esgw.org</p>	<p>Easter Seals provides an opportunity for students to explore a variety of experiences that will guide future higher education, employment, and independent living decisions. Students will participate in a real world experience in a work-based learning setting with the support of peers and staff. Students will actively participate in goal-setting and feedback sessions throughout the program to encourage self-advocacy skill building.</p>
<p><b>LOGISTIC SPECIALITIES, INC</b> Alisha Byron 801-499-4997 abyron@lswins.com</p>	<p>Logistic Specialities, Inc provides personalized one-on-one mentoring through Career Advocates and partnerships with local employers. The program is designed to help students explore career options and prepare for the transition from high school to either college, trade school, military, or the world of work.</p>
<p><b>RRCI</b> Allison Muir 435-673-7501 allison@rrci.org</p>	<p>RRCI provides classes on workplace readiness and instruction on self-advocacy. The program focuses these educational opportunities toward students in nine southwestern counties. Services are provided in school and after-school settings.</p>
<p><b>ROADS TO INDEPENDENCE</b> Andy Curry 801-612-3215 andy@roadstoind.org</p>	<p>RTI will provide Work Based Learning, Counseling on Post Secondary, Self-Advocacy Instruction, and Workplace Readiness to students in an individualized and group format.</p>
<p><b>SOUTHERN UTAH UNIVERSITY</b> Carmen Alldredge 435-865-8022 alldredge@suu.edu</p>	<p>SUU will provide an annual college readiness event to high school students to introduce students on understanding the process of attending college, information on majors, financial aid and accommodations. SUU will also provide peer mentoring, work based learning opportunities, and career readiness classes to students with disabilities enrolled at SUU.</p>
<p><b>UTAH INDEPENDENT LIVING CENTER</b> Kathy Self 801-466-5565 kself@uilc.org</p>	<p>The Utah Independent Living Center will provide classroom instruction in workplace readiness, independent living skills and advocacy to eligible students at local schools or the UILC. The UICL offers a Summer Youth Empowerment Academy, in addition to the classroom-based instruction.</p>
<p><b>UTAH STATE UNIVERSITY</b> Scott Bell 435-797-0212 EmployAbility@aggies.usu.edu</p>	<p>The USU EmployAbility Clinic offers all Pre-ETS services to students at their school or in their local community. During the school year USU focuses on self-advocacy training, career exploration and counseling on post-secondary education. During the spring and summer USU provides workplace readiness training to lead into a work-based learning experience.</p>

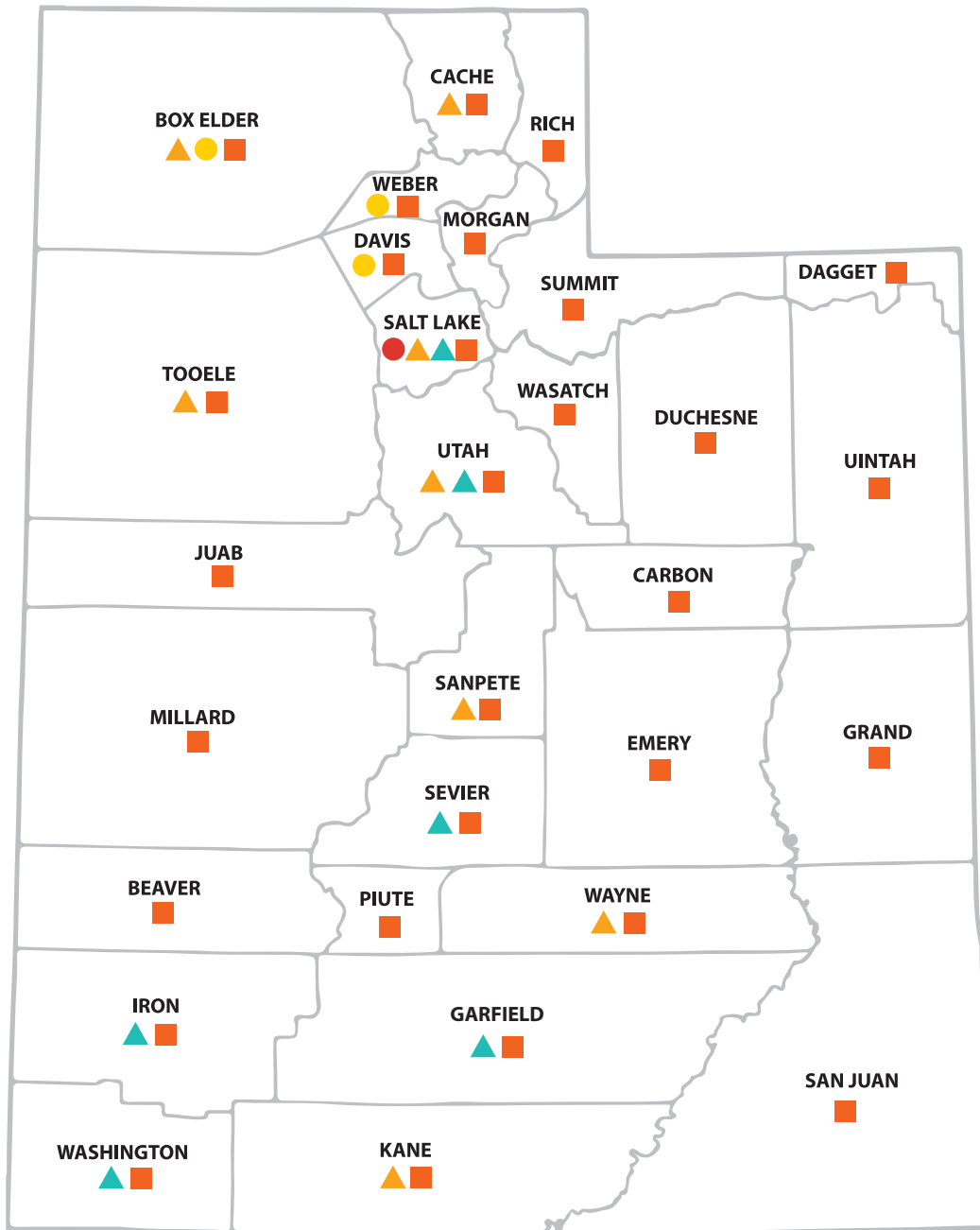


**Need help contacting a Pre-ETS provider?  
Call 801-887-9500 and ask for the Pre-ETS Program Specialist.**



# PRE-EMPLOYMENT TRANSITION SERVICES ACTIVITY GUIDE

	Job Exploration Activities	Workplace Readiness Activities	Self Advocacy Activities	Counseling on Post Secondary Activities	Work-Based Learning Experiences Activities
Freshman (14 - 15)  	Interest assessments  Job Readiness Workshops Interest Exploration Career Index Plus	Interview Skill Building Intro to Job applications Job Readiness Workshops Communication practice Workplace Norms training	Student led IEP Group leadership Develop understanding of accommodations Job Readiness Workshops Attend resource fairs Assess student's level of advocacy understanding	Develop plan for ongoing education explore degree and certification options Include post secondary plans in IEP Campus visits Explore concurrent enrollment options  Attend college fairs	Visit career fairs Informational interviews Disability mentoring days Job shadows Guest speakers
Sophomore (15 - 16)  	Utah futures career exploration Interests assessments  Explore career pathways Informational Interviews Job Readiness Workshops Explore local employment trends in fields of interest Career Index Plus	Interview prep Job Readiness Workshops Workplace communication training Master application prep Resume building Interviewing skills development	Group leadership Job Readiness Workshops  Student lead IEP Skill/strength identification and development Develop understanding of accommodations Peer Mentoring	Concurrent enrollment Campus visits  ACT prep Major review and exploration Informational interviews Attend college fairs	Visit career fairs Informational Interviews  Job Shadows Disability Mentoring Days Guest Speakers Internship experiences
Junior (16 - 17)  	Job Readiness Workshops Explore career pathways Utah Futures  Guest Speakers Attend job fairs Interest Inventory  Disability Mentoring days Career Index Plus	Job Readiness Workshops Resume preparation Interview preparation Master application development Soft skills training On the job training	Job Readiness Workshops Soft skills training Student led IEP  Student specific accommodation training Group leadership Peer Mentoring	Concurrent enrollment Campus visit Explore majors and certifications  Explore post secondary supports Informational interviews Attend college fairs peer mentoring	Visit Career fairs Disability mentoring days guest speakers  Internship experiences Job Shadows
Senior/Post High (17 - 22)  	Job Readiness Workshops Utah Futures Senior Portfolio  Guest Speakers Interest Inventory Disability Mentoring Days Career Index Plus	Job Readiness Workshops Interview preparation Resume development  Soft skills training On the job training Disability Mentoring Days Peer Mentoring	Job Readiness Workshops Accommodation discussion training Student led IEP  Group leadership Peer Mentoring	Campus tours Disability Resource Center Attend college fairs Post secondary services and supports review peer mentoring	Visit career fairs Disability mentoring days  Internship experiences Job shadows
Post-Secondary (18 - 22)  	Utah Futures Interest Inventories  Disability Mentoring days Career Index Plus	Peer Mentoring Interviewing skills Soft skills training On the job training Disability mentoring days Resume development and definition	Group leadership  Peer Mentoring Accommodation requests Disability resource center support	Post secondary services and supports review Peer Mentoring Disability Resource Center Academic advising	Informational Interviews  Visit career fairs Disability mentoring days Guest Speakers Internship experiences  Job shadows



## Pre-ETS Offered

1. Career Exploration Counseling
2. Workplace Readiness Training
3. Counseling on Postsecondary Education
4. Self-Advocacy
5. Work-Based Learning

## Pre-ETS Providers

- Canyons School District: **1, 2, 5**
- ▲ Helen Keller National Center: **1-5**
- PARC: **1, 2, 5**
- ▲ Turn: **1, 2, 5**
- Utah Schools for the Deaf and Blind: **1-5**

# CONTRACTED COMMUNITY PARTNER AGENCIES

The following contracted organizations provide students with 3-5 hours of Job Exploration Counseling followed by paid **WORK-BASED LEARNING EXPERIENCES** to assist students in identifying and exploring their career interests. These contractors may also provide Workplace Readiness support, such as assistance with onboarding the student to the work site, social skill instruction and travel training to the work site, if needed by the student.

<p><b>CANYONS SCHOOL DISTRICT</b> Melany Johnson 801-826-5089 melany.johnson@canyonsdistrict.org</p>	<p>The Canyons School District offers a summer work experience program. By utilizing district partnerships, Canyons School District helps qualified students explore careers and develop soft skills to benefit from work experience, and propel them on to better post-high school employment outcomes.</p>
<p><b>PARC</b> Melanie Pelletier 385-423-3919 melanie.pelletier@parc-ut.org</p>	<p>PARCs' program offers students the opportunity to explore and experience career options by providing Job Exploration Counseling and the opportunity for paid Work-Based Learning Experiences. PARC's program helps students gain knowledge, skills and confidence, while providing them with work experience.</p>
<p><b>TURN COMMUNITY SERVICES</b> Selena Harris 801-358-6494 selenaharris@turncommunityservices.org</p>	<p>TURN Community Services provides students with one-on-one assistance to explore their skills and interests, and how to match with career pathways. TURN works to develop a paid Work-Based Learning Experience that matches the student's skills and interests, and provides soft skill instruction, support and guidance in any areas that pertain to gaining and maintaining employment.</p>

The following contracted organizations specialize in providing **SERVICES TO STUDENTS WHO ARE DEAF, HARD OF HEARING, DEAFBLIND, BLIND, OR VISUALLY IMPAIRED**. Each contract offers all five Pre-ETS services to this population.

<p><b>HELEN KELLER NATIONAL CENTER</b> Laura Benge Voice Phone: 801-518-9401 Video Phone: 385-355-8392 Laura.Benge@hknc.org</p>	<p>The Helen Keller National Center Youth Services Coordinator (YSC) provides all Pre-ETS services to transition age youth (ages 14-21) with combined vision and hearing loss across the state of Utah. The YSC works with students individually in their home, school, or local community, as well as in group settings with deafblind peers. The YSC may also organize a Work-Based Learning Experience with an employer in a student's local community that supports their vocational goal.</p>
<p><b>UTAH SCHOOLS FOR THE DEAF AND BLIND</b> Jonathan Helgesen 801-590-6268 jonathanh@usdb.org</p>	<p>Utah Schools for the Deaf and Blind (USDB) will hold a College and Career Readiness Fair during the 2020-2021 school year and a Deaf Town event during the 2021-2022 school year. Each of those events will be 13 hours in length and provide opportunities for career exploration and work readiness. In addition to the yearly events, USDB assists students in obtaining Work-Based Learning Experiences that are in alignment with their career interests.</p>



To learn more about services or how to apply, visit [jobs.utah.gov/usor/students](https://jobs.utah.gov/usor/students).

# Department of Workforce Services

## Utah State Office of Rehabilitation

The Utah State Office of Rehabilitation (USOR) provides transition services, including Pre-ETS, to eligible students with disabilities as they transition from high school to adulthood and employment.

### Our goal

We assist students with disabilities who are eligible, and potentially eligible, for services in preparing for employment and adulthood. Through our services, we help students with disabilities prepare for, obtain and maintain employment.

### How We Help

USOR provides designated Vocational Rehabilitation (VR) Transition Counselors to serve as a liaison to high schools and charter schools in the state. We partner with members of the school, family, and Individualized Education Program (IEP) team, as well as other adult service agencies, to help ensure that transition-aged youth with disabilities have the support needed to successfully transition from high school to adulthood, independence and employment.

To access information regarding your school's liaison, visit: [jobs.utah.gov/usor/students](http://jobs.utah.gov/usor/students)

### Our Services

#### Work Preparation and Pre-Employment Transition Services

- Vocational training and work-based learning opportunities
- On the job training and employment supports
- Career exploration counseling
- Job readiness workshops

#### General Disability Support

- Vocational counseling and guidance
- Disability evaluation and assessment
- Restoration and treatment
- Work adjustment and self-advocacy training

#### Other Services

- Assistive technology
- Work incentive planning for Social Security benefits
- Vocational Rehabilitation representation at IEP and 504 planning meetings



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*Equal Opportunity Employer/Program • Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.*

