



Office of Vocational Rehabilitation
OFFICE OF THE GOVERNOR
P.O. Box 501521
Navy Hill - Bldg. N2
Saipan, MP 96950



“Together We Can Build a Future”

Attention:

Students with Disabilities in Secondary, Postsecondary, or Other Recognized Education Program

Notice/Announcement Regarding:

The availability of Pre-Employment Transition Services to Students with Disabilities who meet the WIOA Definition of “Student with a Disability”

Background:

In July 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law by then President Obama. WIOA requires Public Vocational Rehabilitation Programs to reserve 15% of its Title I federal funds to provide Pre-Employment Transition Services (commonly referred to as Pre-ETS) to Students with Disabilities.

Target Population:

Pre-Employment Transition Services are provided to “students with disabilities” who are:

- Eligible for Vocational Rehabilitation Services; or
- Potentially eligible for Vocational Rehabilitation Services (i.e. all students with disabilities, including those who have not applied or been determined eligible for VR services)

WIOA Definition of “Student with Disability”:

A “Student with a Disability” is an individual with a disability in a secondary, postsecondary, or other recognized education program who ~

- Is between 16 and 21 years old; and
- Is eligible for, and receiving special education or related services under Part B of the Individuals with Disabilities Education Act; or
- Is an individual with a disability, for purposes of section 504.

Recognized Credential of Education

Educational programming includes programs that provide a recognized credential of education, such as a certified nursing assistant (CAN) program.

Examples of recognized postsecondary credentials include: Secondary School diploma or recognized equivalent; Associate’s degree; Bachelor’s degree; Occupational licensure; Occupational certificate, including Registered Apprenticeship and Career and Technical Education educational certificates; Occupational certification; Other recognized certificates of industry/occupational skills completion sufficient to qualify for entry-level or advancement in employment.



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Purpose:

To help students begin to identify career interests and to learn skills in preparation for transition to employment and/or post-secondary education. The Office of Vocational Rehabilitation (OVR) will make every effort to provide or coordinate the following services to ensure statewide availability.

Five (5) Required Pre-ETS Activities:

(1) Job Exploration Counseling may include, but is not limited to, the following examples: Review of information regarding in-demand industry sectors and occupations; Administration of vocational interest inventories and provision of local labor market information that applies to the student's particular interests; Identification of career pathways of interest to the students.

(2) Work-Based Learning Experiences may include opportunities that are available in school, after school, or outside the traditional school setting; however, they must be provided in an integrated setting in the community to the maximum extent possible. Services may include, but are not limited to, the following examples: Coordinating a school-based program of job training and information interviews to research employers; Worksite tours to learn about necessary job skills; Job shadowing; Mentoring opportunities in the community; Onsite work-based experiences (paid or unpaid) such as internships, volunteering, practicums, service learning, or apprenticeships (excluding Pre-apprenticeships and Registered apprenticeships) located in the community.

(3) Counseling on Opportunities for Enrollment in Comprehensive Transition or Post-Secondary Education Program may include, but is not limited to, the following examples: Exploring the types of academic and occupational training needed to succeed in the workplace; Postsecondary opportunities associated with career fields or pathways; Self-advocacy skills for the purpose of identifying accommodations and services in an educational program as well as providing resources that may be used to support individual student success in education and training (i.e. disability support services); Advising students and/or parents or representatives on academic curricula and course offerings; Providing information about college application and admissions processes; Completing the Free Application for Federal Student Aid (FAFSA).

(4) Workplace Readiness Training to Develop Social Skills and Independent Living necessary for employment may include, but is not limited to, the following examples: Learning communication and interpersonal skills; Financial literacy, including benefits planning services; Orientation and mobility skills to access workplace readiness training or to learn to travel independently; Job-seeking skills; Understanding employer expectations for punctuality and performance as well as other "soft" skills necessary for employment; Onsite workplace readiness training during a work-based learning experience.



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(5) Instruction in Self-Advocacy which may include, but is not limited to, the following examples: Learning about their rights and responsibilities; Learning how to request accommodations, services, or supports; Mentoring with education staff (e.g., principals, nurses, teachers, or office staff); Peer mentoring with individuals employed by or volunteering employers, boards, associations, or organizations in integrated community settings; Participating in youth leadership activities offered in educational or community settings.

Referral Process:

To ensure that requests for Pre-Employment Transition Services are accepted, assigned, and registered in the Consumer Tracking System (CTS) promptly, referrals of students with disabilities shall be managed as indicated below:

- a. A referral may be submitted by school personnel, family members, guardians, or other interested persons via an online referral form, paper referral form, or phone call to VR Transition Counselor Ms. Shana Iguel at 322-6537/8. Referral information should include:
 - Students Name
 - Date of Birth
 - School
 - Disability
 - Contact Person
 - Contact Information
- b. OVR staff shall establish referral procedures with school officials to assure that:
 - Parent/Guardian required consents for OVR collaboration with the school is obtained.
 - Student referred for Pre-Employment Transition Services meet the definition of "student with a disability" and
 - Student has medical and/or school documentation substantiating that the individual is a student with a disability (i.e. the IEP, 504 plan or doctor's note) for purposes of providing Pre-Employment Transition Services.
 - Referrals from school personnel include pertinent and available school-based assessment information (e.g., psychological evaluations, vocational evaluations, and medical or specialty screenings), in the event that the student applies for Vocational Rehabilitation Services.
- c. When a student is referred for VR services by sources other than the school, the Vocational Rehabilitation Counselor will notify the appropriate school personnel of the referral upon obtaining the appropriate authorization for release of information to promote information sharing and collaboration.
- d. Within no more than fifteen (15) working days of the receipt of a referral, OVR staff will provide the individual with the following documents:



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- Pre-ETS Services Information Sheet
 - Pre-ETS Student Consent Form
 - Client Assistance Program Brochure
 - Informed Choice Brochure
- e. If the student or parent/legal guardian does not respond to a minimum of two documented VR contacts, the referral may be closed and the student notified accordingly.

When a referral for Pre-Employment Transition Services is received for a student who will soon no longer qualify for Pre-ETS or who may be potentially eligible for VR services under an open disability priority category, a case staffing will be completed regarding how best to process the referral.

How Pre-ETS Will be Provided:

- By OVR Staff directly (e.g. Counselors)
- Through the services of Community Rehabilitation Programs paid for by OVR
- In collaboration and coordination with the High Schools including the CNMI Transition Coalition and Disability Network Partners

For More Information:

- Please call OVR at 322-6537/8 or send an email to nmidir@ovrgov.net
 - Or, contact OVR Counselors directly via email below:
Shana A. Iguel – Saipan at shana@ovrgov.net
Rose B. Ichiuo – Tinian at rose@ovrgov.net
Jane M. Tudela – Rota at janet@ovrgov.net
 - Or, contact your Teacher or School Counselor

Posting of This Notice/Announcement

Please post in all appropriate areas around campus and inside classrooms and offices.

Thank you 🌸 *Si Yu'us Ma'ase* 🌸 *Ghilisou*