



## CHECKLIST DVR PRE-EMPLOYMENT TRANSITION PROGRAM

**Participant Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

### **Intake – Submitted to SCW with Invoice**

- DSHS Student Information/Consent (data) form
- The IEP/504 plan (only first page to SCW)
- Referral
- Equal Opportunity Form
- Release of Information Form
- Media Release Form

### **Participation**

Workplace Readiness Training (minimum of 20 hr within 12 months)

- Roster (**to submit to DVR 10 calendar days prior to start of Training**)
- Sign-in sheets
- Log of hours participated
- Evaluation of Trainings that includes self-reflection

Individualized Work-Based Learning Experiences (within 12 months)

**\*\*minimum: 4 hrs within 12 months**

- Roster (**to submit to DVR 10 calendar days prior to start of Activities**)
- Sign-in sheets
- Evaluation of Activities that includes self-reflection

Paid Work-Based Learning Internships (40 – 120 hrs within 12 months)

Pre-ETS WBL Agreement (**to submit to DVR 10 calendar days prior to start of Internship**)

- Timesheets
- Certificate of Completion
- Portfolio
- Evaluation of Experience that includes self-reflection

### **Completion**

- Certificate of Completion
- Case Notes