

From the NTACT 2017 guide for teachers/educators:

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<p>Open Case with VR</p> <p>School supports student in completing application materials and consent form.</p> <p>School submits application & provides required documentation to your VR office. Student attends intake interview at school.</p> <p>VR determines eligibility.</p>	<p>Explore what you want to be</p> <p>Student explores interests, strengths, and abilities with support of VR Transition Specialist to develop an employment goal.</p> <p>School provides VR with progress notes, course information, interest-based assessments, etc. for student.</p>	<p>Develop Your IPE</p> <p>Student collaboratively develops Individualized Plan for Employment (IPE) with VR Transition Specialist. The IPE is based on the student's informed choice.</p> <p>VR and school collaborate to share information that impacts IEP, transition plans, and IPEs.</p>	<p>Prepare for Employment</p> <p><i>Implement IPE</i> Student receives services identified in IPE that will help build skill-sets and credentials necessary to achieve the employment goal.</p> <p>VR and schools collaborate on how implementation of IPE impacts IEP and transition plan.</p>	<p>Search for a job & get hired</p> <p>Student continues to receive services that will help him/her search for a job and get hired.</p> <p>If student is still in high school during this process, VR and schools communicate student's progress, work-based experiences, employment, etc. which may impact the IEP and transition plan.</p>
<p>UP TO 60 DAYS* (From the date of application)</p>	<p>UP TO 90 DAYS (From the date of eligibility)</p>			

*Unless the individual and VR counselor agree on an extension

For VR, Customized Employment (CE) services including Discovery, Job Development and Job Negotiation occur PRIOR to the customized job placement. The nationally established definition for CE is detailed on: [Essential Elements of CE for Universal Application](#). By contrast, Supported Employment (SE) Services occur in the last part of Step 5, once the person is placed on the job.

The National Technical Assistance Center on Transition (NTACT) website:

<https://transitionta.org/> provides a number of valuable resources regarding transition services including quality transition planning, transition education birth to adults, Pre-ETS, interagency collaboration, employment, post-secondary education and community engagement and independent living.