# Pre-ETS Work Experience Authorizing Process

**Intermediate Work Experience**

 **(Employer pays the wages)**

| **Student is Potentially Eligible for VR** | **Student is Eligible for VR** |
| --- | --- |
| Authorize for 1-2 hours as Pre-ETS Work-Based Learning/Work Experience-Services for “first meeting”.Complete all 3 pages of [Pre-ETS Referral form](https://connect2.mn.gov/sites/DEED/VRS/Forms/70461.docx?Web=1). | Authorize for intake fee on P/T contract as Pre-ETS Support Service-Intake/Pre-ETS Intake. Complete all 3 pages of [Pre-ETS Referral form](https://connect2.mn.gov/sites/DEED/VRS/Forms/70461.docx?Web=1). |
| “First meeting” takes place. [Placement Plan](https://connect2.mn.gov/sites/DEED/VRS/Forms/70693.docx?Web=1) must be written. | Intake takes place. [Placement Plan](https://connect2.mn.gov/sites/DEED/VRS/Forms/70693.docx?Web=1) must be written. |
| Authorize up to 40 hours as Pre-ETS Work-Based Learning/Work Experience-Services.Includes any of the following:* Develop work experience site
* Follow-up with the student and employer

Can go beyond 40 hours with RAM approval. | Authorize up to 40 hours as Pre-ETS Work-Based Learning/Work Experience-Services.Includes any of the following:* Develop work experience site
* Follow-up with the student and employer

Can go beyond 40 hours with RAM approval.If a student eligible for VR needs coaching, authorize Pre-ETS Services in Support of Pre-ETS/Work-Based Learning Coaching for Pre-ETS *instead of* Work Experience-Services for follow-up.  |

**Short-Term Work Experience: Site Already Developed**

**(VRS typically funds wages)**

| **Student is Potentially Eligible for VR** | **Student is Eligible for VR** |
| --- | --- |
| Authorize for 1-2 hours as Pre-ETS Work-Based Learning/Work Experience-Services for “first meeting”.Complete all 3 pages of [Pre-ETS Referral form](https://connect2.mn.gov/sites/DEED/VRS/Forms/70461.docx?Web=1).  | Authorize for intake fee on P/T contract as Pre-ETS Support Service-Intake/Pre-ETS Intake.Complete all 3 pages of [Pre-ETS Referral form](https://connect2.mn.gov/sites/DEED/VRS/Forms/70461.docx?Web=1).  |
| “First meeting” takes place. | Intake takes place. |
| Authorize up to 20 hours as Pre-ETS Work-Based Learning/Work Experience-Services.Includes the following:* Follow-up with the student and employer

Can go beyond 20 hours with RAM approval. | Authorize up to 20 hours as Pre-ETS Work-Based Learning/Work Experience-Services or Work-Based Learning Coaching, as applicable. Includes the following:* Follow-up with the student and employer

Can go beyond 20 hours with RAM approval.  |
| Authorize Pre-ETS Work-Based Learning/Work Experience-Wages at prevailing wage + 50% admin. costs. # of hours can be more or less than 120 hours. RAM consultation is encouraged if a work experience will last longer than 120 hours.  | Authorize Pre-ETS Work-Based Learning/Work Experience-Wages at prevailing wage + 50% admin. costs. # of hours can be more or less than 120 hours. RAM consultation is encouraged if a work experience will last longer than 120 hours. If student needs coaching, authorize Pre-ETS Services in Support of Pre-ETS/Work-Based Learning Coaching for Pre-ETS *instead of* Work Experience-Services for follow-up. |

**Short-term experience: Site Will Be Developed**

**(VRS typically funds wages)**

| **Student is Potentially Eligible for VR** | **Student is Eligible for VR** |
| --- | --- |
| Authorize for 1-2 hours as Pre-ETS Work-Based Learning/Work Experience-Services for “first meeting”.Complete all 3 pages of [Pre-ETS Referral form](https://connect2.mn.gov/sites/DEED/VRS/Forms/70461.docx?Web=1).  | Authorize for intake fee on P/T contract as Pre-ETS Support Service-Intake/Pre-ETS Intake. Complete all 3 pages of [Pre-ETS Referral form](https://connect2.mn.gov/sites/DEED/VRS/Forms/70461.docx?Web=1).  |
| “First meeting” takes place.  | Intake takes place.  |
| Authorize up to 30 hours as Pre-ETS Work-Based Learning/Work Experience-Services.Includes any of the following:* Develop work experience site
* Follow-up with the student and employer

Can go beyond 30 hours with RAM approval.  | Authorize up to 30 hours as Pre-ETS Work-Based Learning/Work Experience-Services.Includes any of the following:* Develop work experience site
* Follow-up with the student and employer

Can go beyond 30 hours with RAM approval.  |
| Authorize Pre-ETS Work-Based Learning/Work Experience-Wages at prevailing wage + 50% admin. costs. # of hours can be more or less than 120 hours. RAM consultation is encouraged if a work experience will last longer than 120 hours.  | Authorize Pre-ETS Work-Based Learning/Work Experience-Wages at prevailing wage + 50% admin. costs. # of hours can be more or less than 120 hours. RAM consultation is encouraged if a work experience will last longer than 120 hours. If student needs coaching, authorize Pre-ETS Services in Support of Pre-ETS/Work-Based Learning Coaching for Pre-ETS *instead of* Work Experience-Services for follow-up. |