Pre-ETS Work Experience Authorizing Process

Site is already developed

Intake or “first meeting” takes place

Authorize up to 40 hours as Pre-ETS Work-Based Learning/Work Experience-Services.

Includes either 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.

Intake or “first meeting” takes place.

[Placement Plan](https://mn365.sharepoint.com/%3Aw%3A/r/sites/DEED-VRS/Forms/70693.docx?d=w921270cf43744593b508af0e91de15d7&csf=1&web=1&e=2d9Wk2) must be completed.

Provider will develop site

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://mn365.sharepoint.com/%3Aw%3A/r/sites/DEED-VRS/Forms/70461.docx?d=we534498947344f399f89adbe311d75ab&csf=1&web=1&e=qaRJfM)

What type of work experience?

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 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.

Authorize up to 30 hours as Pre-ETS Work- Based Learning/Work Experience-Services.

Includes either 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 20 hours as Pre-ETS Work- Based Learning/Work Experience-Services (or Work-Based Learning Coaching, as applicable for VR eligible students).

These hours are to provide follow-up services to the student and employer.

Can go beyond 20 hours with RAM approval.

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://mn365.sharepoint.com/%3Aw%3A/r/sites/DEED-VRS/Forms/70461.docx?d=we534498947344f399f89adbe311d75ab&csf=1&web=1&e=qaRJfM)

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://mn365.sharepoint.com/%3Aw%3A/r/sites/DEED-VRS/Forms/70461.docx?d=we534498947344f399f89adbe311d75ab&csf=1&web=1&e=qaRJfM)

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://mn365.sharepoint.com/%3Aw%3A/r/sites/DEED-VRS/Forms/70461.docx?d=we534498947344f399f89adbe311d75ab&csf=1&web=1&e=qaRJfM)

Student is Eligible for VR

Student is Potentially Eligible for VR

Student is Eligible for VR

Student is Potentially Eligible for VR

Intermediate Work Experience

(Employer pays the wages)

Short-Term Work Experience

(VRS typically funds wages)