# 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. |