# Working with Consumer Groups and Professional Associations to Expand Pre-ET Services

1. **Identify Groups with Potential Providers**

*A. Consumer Groups*

*B. Professional Associations*

*C. Conferences for TVI’s and Special Education Teachers*

2. **What are Pre-Employment Transition Services?**

Once the potential providers have been identified, meet to review the 5 required activities.

**5 REQUIRED ACTIVITIES**

*A. job exploration counseling;*

*B. work-based learning experiences, which may include in-school or after school opportunities, or experience outside the traditional school setting (including internships), that is provided in an integrated environment to the maximum extent possible;*

*C. counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education;*

*D. workplace readiness training to develop social skills and independent living; and*

*E. instruction in self-advocacy, which may include peer mentoring.*

3. **Begin the New Provider Process**

Becoming a provider with VR can be a confusing process. Simplify the process by providing resources.

1. *Spreadsheet with the codes, services, and fees,*
2. *Qualifications needed to provide the identified services*
3. *Sample progress reports and invoices*

4. **Developing the Training Program**

Once the provider process is complete, meet regularly with the group to make sure the training is addressing the 5 required activities.

6. **Getting the Word Out About the New Training Opportunity**

*a. Instruct the new provider on information that needs to be included on the agenda, flyer, and supporting documentation in order to simplify the authorization process for VR.*

*b. Assist the provider with sharing the information regarding the training with all entities working with blind or low vision high school students.*

*7.* **Completing the Process and Submitting Reports**

*A. Meet with the provider for a debriefing to discuss changes and improvements.*

*B. Review a copy of the progress report and invoice to make sure all of the required information is included to avoid any delays*.