

OUTER SLEEVE

504 Plan

A civil rights law that prohibits discrimination against individuals with disabilities and ensures equal access through accommodations and modifications.

Americans with Disabilities Act (ADA)

Prohibits discrimination against people with disabilities in employment, transportation, public accommodations, communications and governmental activities. The ADA also establishes requirements for telecommunications relay services.

Apprenticeships

Trade-related paid or unpaid work with a certified skilled journeyman to build occupational skills related to trade certification.

Assessment formal and informal

The wide variety of methods used to evaluate, measure and document academic readiness, learning progress and skill acquisition.

Business Tours

Facilitated tours of businesses to explore career options, observe business practices and network with business professionals.

Career Exploration

Learning about yourself and the world of work and identifying and exploring occupations.

Career Interest Inventory

A career tool for self-assessment that aids in career planning.

Career Readiness

College-and Career-Readiness refers to the knowledge, skills and dispositions needed to be successful in higher education and/or training that leads to gainful employment.

Career Readiness Skills (Employability Skills)

A set of knowledge and skills that all individuals need to transition into higher education or the workplace. Personal, workplace and technical skills are essential to a successful student-oriented career.

Career Tours

On-sight tours to explore a variety of career options.

Customized Employment

A flexible process designed to personalize the employment relationship between a job candidate or employee and an employer in a way that meets the needs of both. It is based on identifying the strengths, conditions and interests of a job candidate or employee through a process of discovery. Customized Employment also identifies the business needs of an employer. Together, these create a match resulting in a customized position.

Individualized Education Program (IEP)

A written education program for a student with an exceptionality that specifies the special education, related services, transition activities and services necessary to assure the student a free, appropriate public education (FAPE) in the least restrictive environment.

Individualized Plan for Employment (IPE)

A plan that is developed and implemented in a manner that affords eligible individuals the opportunity to exercise informed choice in selecting an employment outcome, the specific rehabilitation services to be provided under the plan, the entity that will provide the rehabilitation services and the methods used to procure the services.

Individuals with Disabilities Education Improvement Act (IDEA) 2004

IDEA requires that states ensure students with disabilities ages three through twenty-one are provided a free, appropriate public education (FAPE) in the least restrictive environment.

Informational Interviewing

An informal conversation with someone working in an area that interests you who will give you information and advice about a potential future workplace.

Internships

Formal agreements in which a youth is assigned specific tasks in a workplace over a predetermined period of time. May be paid or unpaid, depending on the nature of the agreement with the company and the nature of the tasks.

Job Observation

An arranged visit to observe an individual in a specific job or type of work. This usually involves pre-work to become aware of job responsibilities and develop a set of questions/observations to be utilized during the observation.

Job Shadowing

Work by a student that does not materially benefit the employer but allows the youth to spend meaningful time in a work environment to learn aspects of potential job tasks and "soft skills" required in the workplace.

Mock Interview

Simulates a real interview for training purposes.

On-the-Job Training

Training that is given to an employee at his/her workplace while they are doing the job for which he/she is being trained.

Personalized Education Plan (PEP)

A multi-year plan developed by students in collaboration with teachers, counselors and parents. The PEP helps students plan their educational experiences from middle to secondary to postsecondary education which assists them achieve their career goals. The PEP must be reviewed annually.

Pre-Apprenticeship

Combines classroom and workplace experiences which provided opportunities for high school students to try out one or more crafts or trades. A Pre-Apprenticeship allows students to explore essential workplace skills, strengthen their academic and technical skills and explore careers in the trades.

Service Learning

Formal volunteer service in a structured community service program for the purpose of contributing to the community, learning soft skills, including follow through on commitments and taking directions in a community environment.

Skill Inventories

Questionnaires or reports containing information on knowledge, skills, abilities and experiences of the student.

Supported Employment

Provides people with severe disabilities the appropriate, ongoing support that is necessary for success in a competitive work environment.

Work

Holding a part or full time job (supported or non-supported) or participating in a voluntary activity in the community. Related skills include specific job competencies, appropriate social behavior, appropriate work skills (e.g., completion of tasks, awareness of schedules, ability to seek assistance, take criticism), money management, the application of other functional academic skills and skills related to going to and from work, preparing for work, managing oneself at work and interacting appropriately.

Work-Based Learning

An extended learning opportunity for students to experience the adult world of work through job shadow, paid or unpaid internships or actual employment conducted in cooperation with a school. Work-based learning programs follow established guidelines including training agreements and assurances to follow state and federal child labor and labor standards laws.

Work Experience

Offers students the opportunity to explore careers and understand the nature of work through first-hand exposure to the work place. Students may or may not be paid.

WEST VIRGINIA TRANSITION GUIDE

ACTIVITY

JOB EXPLORATION

- Who is guiding the student?
- How is job exploration coordinated with other plans for transition i.e. Personalized Education Plan, IEP?
- Who needs to be at the table?
- Who is accountable for the Personalized Education Plan?
- How often is the student plan reviewed?
- How is active student involvement facilitated?
- How is parental involvement encouraged?
- Who is coordinating referrals to outside agencies?

WORK-BASED LEARNING

- How are multiple plans for transition coordinated?
- Who is in charge of creating opportunities for and supervising work-based learning?
- How is information from the work experience being applied to the transition plan?
- Have appropriate safeguards, regulations and standards been followed?
- Who is coordinating referrals and information to agencies?

COUNSELING FOR TRANSITION & POST-SECONDARY PROGRAMS

- Who is aligning high school classes and schedules with career interests?
- How are student experiences, assessments and skills being used to develop realistic goals?
- How are post-school applications, scholarships and funding sources being investigated?
- Who is coordinating services and supports with disability services at post-secondary institutions?

WORKPLACE READINESS TRAINING

- What are the student's career goals?
- What steps need to be taken to reach those goals?
- What supports and/or resources does the student need to reach his/her career goals?
- What experiences are available to develop career readiness skills?
- Who is coordinating career readiness training experiences with other agencies?
- Who is providing training for career readiness skill development?
- How does explicit instruction in career readiness skills happen for all students?

SELF-ADVOCACY TRAINING

- Who is supporting development of self-advocacy skills?
- How does the student demonstrate decision-making skills & use of community resources?
- What are the student's plans to reach his/her goals?
- How is independent living being considered?
- Who is coordinating referrals and information with other agencies?
- How does the student talk about his/her disability and needs for support?

GRADES 12+

GRADES 11-12

GRADES 9-10

MIDDLE SCHOOL

Business Tours
Job Fairs
Career (Vocational) Assessment
PathwaysWV.org

Career Education Classes
Job Shadow
Job Observations
WV Career Cruising
College Foundation of WV
Career Fairs
Workplace Simulations
Career and Technical Student Organizations (CTSO)
PathwaysWV.org
Division of Rehabilitation Services Application

Career Education Classes
Workplace/Field Trip Tours
Job Shadow
Job Observation
Career Fairs
WV Career Cruising
Volunteering
PathwaysWV.org
College Foundation of WV (cfww.com)
Division of Rehabilitation Services Application

Career Tours
ENGAGE - Career Education Curriculum
Job Observations
Guest Speakers
WV Career Cruising
College Foundation of WV (cfww.com)
CTE Foundational Courses
PathwaysWV.org

Apprenticeship
Customized Employment
Internships
On-The-Job Training
Paid Work Experience
Service Learning
Career Related Competitions
Non-Paid Work Experience

Internships
Pre-Apprenticeship
School Work-Based Learning
Service Learning
Work Experience
Simulated Workplace Experience

Service Learning
Entrepreneurship Experience
Simulated Workplace Experience
Non-Paid Work Experience

Work Site Field Trips
Business Tours
Job Shadowing
Career Exploration Searches
Service Learning
Simulated Workplace Experience
Entrepreneurship Experience
Student-led Enterprises
Paid Work Experience
Non-Paid Work Experience

Career Readiness Skills
Personalized Education Plan (PEP)
IEP/IPE-HS/IPE
Skill Inventories
Career Interest Inventories
Assessments: Formal/Informal
Adult Basic Education
Rehabilitation Services Application
Technology Needs
Admission Test Accommodations

Career Readiness Skills
IEP / DRS-IPE-PT
Skill Inventories
Personalized Education Plan (PEP)
Career Interest Inventories
Assessments: Formal/Informal
Post-secondary Campus Visits
Rehabilitation Services Application
Admissions Test Accommodations

Career Readiness Skills
IEP Transition Plan (age 16)
Skill Inventories
Career Interest Inventories
Assessments: Formal/Informal
College Fairs and Tours
Division of Rehabilitation Services Application
College Foundation of WV (cfww.com)

Career Readiness Skills
Personalized Education Plan (PEP)
IEP
Skill Inventories
Career Interest Inventories
Assessments: Formal/Informal
PathwaysWV.org
College Foundations of WV (cfww.com)

Mock Interview
Career Readiness Skills
Service Learning
Assistive Technology (AT)
Accessible Educational Materials (AEM)
Social Skills/Interpersonal Skills Development
Independent Living Skills Development

Career Readiness Modules
Mock Interview
Service Learning
Assistive Technology
Accessible Educational Materials (AEM)
Social Skills/Intrapersonal Skills Development
Independent Living Skills Development
Career Opportunity (CEO) Summit

Career Readiness Skills
Accessible Educational Material (AEM)
Service Learning
Assistive Technology (AT)
Social Skills/Interpersonal Skills Development
Independent Living Skills Development
Career Opportunity (CEO) Summit

WV Career Cruising
Service Learning
Assistive Technology (AT)
Accessible Educational Materials (AEM)
Social Skills/Interpersonal Skills Development
Independent Living Skills Development

Customized Employment
Personalized Education Plan (PEP)
Student-led: Parent Conference, IEP
Group Mentoring
E-Mentoring

Personalized Education Plan (PEP)
Student-led: Parent Conference, IEP Individual
Student Rights and Responsibilities for ADA, IDEA and 504
Group Mentoring
E Mentoring

Student-led: Parent Conference, IEP
Peer Mentoring
Disability Mentoring
Group Mentoring

Student-led: Parent Conference, IEP
Peer Mentoring

SLIDE OUT

SLIDE OUT

SELF-ADVOCACY

The ARC of West Virginia

<http://www.thearcofwv.org/>

Services, information, resources and advocacy for people with intellectual and developmental disabilities and their families



West Virginia Developmental Disabilities Council

<http://www.ddc.wv.gov/Pages/default.aspx>

Working to assure that West Virginians with developmental disabilities receive the services, supports and other forms of assistance they need to exercise self-determination and achieve independence, productivity, integration and inclusion in the community



I'm Determined

<http://www.imdetermined.org>

Instruction, models, videos to build skills on self-determined behavior, IEP participation, etc.



ME! Lessons for Teaching Self-Awareness and Self-Advocacy

<http://www.ou.edu/education/centers-and-partnerships/zarrow/transition-education-materials/me-lessons-for-teaching-self-awareness-and-self-advocacy.html>

Self-determination oriented evaluation, research, development, transition education instruction and dissemination of best educational and support practices



ASSISTIVE TECHNOLOGY

West Virginia Assistive Technology Systems (WVATS)

<http://wvats.cedwvu.org/>

Borrow equipment or software, and consult with a specialist regarding accessibility issues



Job Accommodation Network's Searchable Online Accommodation Resource (SOAR)

<http://askjan.org/soar/>

Accommodation options in work and educational settings



TRANSITION PLANNING RESOURCES

Marshall University Autism Training Center

<http://www.marshall.edu/atc/>

Provides training, information and support to West Virginians with autism, their families, educators and other persons



National Center on Secondary Education and Transition

<http://www.ncset.org>

Transition resources, technical assistance and information



PREPARING FOR CAREER TRAINING AND COLLEGE

Education Quest

<https://www.educationquest.org>

One stop shop for professionals, and students grades 8-12 on preparing for college; career options, reality check of skills and interests, self-advocacy, tips, FAFSA, ACT, etc.



Going to College

<http://www.going-to-college.org>

Video clips and activities resources for teens to get a head start in planning for the future



Guidance Counselors Toolkit

<http://www.health.gwu.edu/filesdownlaods/toolkit.pdf>

Toolkit of answers to counselors' questions about advising high school students with disabilities

**Pathways to the Future**

www.pathwayswv.org

Career and education resources for students in West Virginia

**Think College**

<http://www.thinkcollege.net>

College options for people with intellectual disabilities

**West Virginia Career Technical Education**

<http://careertech.k12.wv.us/>

West Virginia Department of Education's career technical education website for career readiness, career education standards and programs of study

**West Virginia Commission for the Deaf and Hard of Hearing**

<https://www.wvdhhr.org/wvcdhh/>

Promotes & advocates for individuals who are deaf, deaf-blind, or hard of hearing to achieve equality and opportunity in social, educational, vocational and legal aspects impacting their daily lives; enhance & monitor access to effective communication & telecommunication technology

**WinAhead's World**

<http://winahead.wordpress.com>

Guidebook for HS educators; answers to student question as they consider and transition to college

**EMPLOYMENT****Goodwill Industries International, Inc.**

www.goodwill.org

Career planning, service learning opportunities, training, finding a job

**National Collaborative on Workforce and Disability for Youth**

<http://www.ncwd-youth.info>

Fact sheets, guides, strategies, resources for youth to plan for life after high school

**West Virginia Division of Rehabilitation Services**

<http://wvdrs.org/index.cfm>

Skill and job exploration, adult life planning, training/education to find, and/or keep a job

**West Virginia Advocates People with Disabilities Work- Ticket to Work**

<http://wvadvocates.org/resources/publications/guides/people-with-disabilities-work-flyers/flyer-work-ticket-to-work/>

Information for people with disabilities who wish to explore competitive employment opportunities

**WorkForce West Virginia**

<http://workforcewv.org/>

Workforce development services designed to provide West Virginia's citizens and employers the opportunity to compete in today's competitive global economy



	Grades 12+	Grades 11-12	Grades 9-10	Middle School
JOB EXPLORATION				
WORK-BASED LEARNING				
COUNSELING				
WORKPLACE READINES				
SELF-ADVOCACY				

NAME:

DATE: