Together, these create a match resulting in a customized process designed to personalize the needs of both. It is based on identifying the strengths, personal, workplace and technical skills are essential to a successful student-oriented career.

Career Readiness 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 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.

Customized Employment
A flexible process designed to personalize the employment of individuals with severe disabilities and ensure 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 oneself 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
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-site tours to explore a variety of career options.

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 work environment 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 another workplace while they are doing the job for which they are 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 school with information that 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 one or more crafts or trades. The trade experience also identifies the business needs of an employer.

Service Learning
Formal volunteer service in a structured community service program for the purpose of contributing to the community, learning self-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 on/off at work and interacting appropriately.

Work-Based Learning
An extended learning opportunity for students to experience the adult world of work through job shadowing, paid or unpaid internships or actual employment conducted in conjunction with a school-based learning program. 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?
- Personalized Education Plan (PEP)
- Who needs to be at the site?
- Who is accountable for the Personalized Education Plan?
- When is the interest plan reviewed?
- How is active student involvement facilitated?
- How is parental involvement encouraged?
- Who is coordinating referrals to outside agencies?

- How are multiple plans for transition coordinated?
- Who is in charge of disability opportunities for and supporting work-based learning?
- How is the flow of information from work experience being applied to transition plan?
- What steps need to be taken to reach those goals?
- What are the student’s career goals?
- What steps need to be taken to reach those goals?
- What are the student’s career goals?
- What is the student’s plan to reach his/her goals?
- Who is coordinating career readiness training experiences with other agencies?
- How is active student involvement facilitated in career readiness development?
- How does the student have access to career readiness skills?
- What steps need to be taken to reach those goals?
- How is the student’s plan to reach his/her goals?
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| Apprenticeship           | Internships                       | Service Learning                    | Work Site Field Trips               |
| Customized Employment    | Pre-Apprenticeship                | Entrepreneurship Experience         | Business Tours                     |
| Internships              | School Work-Based Learning        | Simulated Workplace Experience      | Job Shadowing                       |
| On-The-Job Training      | Service Learning                  | Non-Paid Work Experience            | Career Exploration Searches        |
| Paid Work Experience     | Work Experience                   |                                  | Service Learning                    |
| Service Learning         | Simulated Workplace Experience    |                                  | Simulated Workplace Experience     |
| Career Related Competitions | Non-Paid Work Experience      |                                  | Entrepreneurship Experience        |
| Non-Paid Work Experience |                                  |                                  | Student-led Enterprises            |

| Career Readiness Skills | Career Readiness Skills          | Career Readiness Skills            | Career Readiness Skills            |
| Personalized Education Plan (PEP) | IEP / DRS-IPE-PT | IEP Transition Plan (age 16) | Personalized Education Plan (PEP) |
| IEP/IEP-IEP             | Skill Inventories                | College Fairs and Tours            | Skill Inventories                  |
| Career Interest Inventories | Assessments: Formal/Informal | Division of Rehabilitation Services Application | Care Interest Inventories          |
| Assessments: Formal/Informal | Post-secondary Campus Visits | College Foundation of WV (cfwv.com) | Assessments: Formal/Informal       |
| Adult Basic Education   | Rehabilitation Services Application |                                  | PathwaysWV.org                     |
| Rehabilitation Services Application |                      |                                  | College Foundations of WV (cfwv.com) |
| Technology Needs        | Admissions Test Accommodations   |                                  |                                  |

| Mock Interview           | Career Readiness Skills          | Career Readiness Skills            | WV Career Cruising                 |
| Career Readiness Skills  | Service Learning                  | Accessible Educational Material (AEM)| Service Learning                    |
| Service Learning         | Assistive Technology              | Social Skills/Interpersonal Skills Development | Assistive Technology (AT)          |
| Assistive Technology     | Accessible Educational Materials (AEM) |                          | Accessible Educational Materials (AEM) |
| Social Skills/Interpersonal Skills Development | Independent Living Skills Development |                          | Social Skills/Interpersonal Skills Development |
| Independent Living Skills Development | Career Opportunity (CEO) Summit |                          | Independent Living Skills Development |

| Customized Employment    | Personalized Education Plan (PEP) | Student-led: Parent Conference, IEP | Student-led: Parent Conference, IEP |
| Personalized Education Plan (PEP) | Student Rights and Responsibilities for ADA, IDEA and 504 | Peer Mentor | Peer Mentor |
| Student-led: Parent Conference, IEP | Group Mentoring | Peer Mentoring | Peer Mentoring |
| Student Rights and Responsibilities for ADA, IDEA and 504 | Group Mentoring | Peer Mentoring | Peer Mentoring |
| Group Mentoring          | E Mentoring                       | Disability Mentoring                |                                  |
| E Mentoring              |                                  |                                  |                                  |

| Student-led: Parent Conference, IEP | Peer Mentoring |             |                                  |
| Peer Mentor | Peer Mentoring |             |                                  |
| Peer Mentoring | Peer Mentoring |             |                                  |
**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  
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/filesdownloads/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**
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
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