

Maryland State Department of Education  
Division of Rehabilitation Services  
**Pre-employment Transition Services Agreement**  
DORS Participant ID: \_\_\_\_\_

## 1. Qualification for Services

DORS has confirmed that \_\_\_\_\_  
is a student who meets the following criteria to qualify for pre-employment transition services:

- Is at least 14 years old but less than age 22; and
- Has a disability documented with an IEP, 504 plan, medical records, or a doctor's note, and
- Is enrolled in a secondary school (including home school or other alternative secondary education program), post-secondary education program, or other recognized educational program and has not exited, graduated, or withdrawn

## 2. Description of Anticipated Services

Because you meet the definition of “student with disability” for purposes of 504 or IDEA, you are qualified to receive Pre-employment Transition Services. Currently anticipated services are indicated with an “X” and described below.

☐ Job Exploration Counseling

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My Chosen Provider(s): \_\_\_\_\_  
Estimated Begin Date: \_\_\_\_\_  
\_\_\_\_\_

☐ **Work-Based Learning Experience**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My Chosen Provider(s): \_\_\_\_\_  
Estimated Begin Date: \_\_\_\_\_  
\_\_\_\_\_

☐ **Counseling on Opportunities for Enrollment In  
Comprehensive Transition or Post-Secondary Education  
Programs at Institutions of Higher Education**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My Chosen Provider(s): \_\_\_\_\_  
Estimated Begin Date: \_\_\_\_\_  
\_\_\_\_\_

☐ **Workplace Readiness Training**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My Chosen Provider(s): \_\_\_\_\_  
Estimated Begin Date: \_\_\_\_\_  
\_\_\_\_\_

☐ **Instruction in Self-Advocacy**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
My Chosen Provider(s): \_\_\_\_\_  
Estimated Begin Date: \_\_\_\_\_

### **3. Documentation/Signatures**

**If you have any questions regarding this Agreement, including the Important Information About DORS on the next page, please discuss with your DORS counselor before signing.**

**As long as you qualify to receive Pre-Employment Transition Services, this Agreement will be effective and new Agreements may be written, as additional services are requested and available.**

#### **Student Acknowledgement:**

I have received the Pre-Employment Transition Services Fact Sheet, and I agree to participate in the services described in this Pre-Employment Transition Services Agreement. I understand that services will be provided contingent upon local availability and Provider approval.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### **Parent/Guardian Acknowledgement:**

I agree that \_\_\_\_\_  
may participate in the services described in this Pre-Employment Transition Services Agreement. I understand that services will be

provided contingent upon local availability and Provider approval.

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Parent/Guardian Signature

Date

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Counselor Signature

Date

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## Important Information About DORS

**General Terms and Conditions.** The services DORS can provide depend on the availability of State and Federal funds and on openings at facilities and schools which provide the needed services. DORS services are based on the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice. **DORS will only pay for services that have been pre-approved and authorized in writing by a DORS official.**

**Informed Choice.** Counselors provide information about various options and resources throughout the rehabilitation process. All individuals are encouraged to fully participate in the selection of pre-employment transition services and providers.

**Rights of the Individual.** Applicants for and recipients of DORS services have the following rights:

- **Confidentiality.** All information given to or obtained by DORS staff will be used only for the rehabilitation of the individual and in the administration of the program. Information may be released for purposes of the individual's rehabilitation program, and if required by Federal Law and in response to legal investigations

and judicial order. Information requested about an individual from DORS for any other purpose shall be released only with the written consent of the individual.

- **Client Assistance Program (CAP).** CAP staff can give advice and provide information and assistance as individuals work with DORS and service providers. CAP staff work with individuals and DORS staff to help resolve concerns and problems. They can also offer assistance with mediation and the Appeal Process when concerns cannot be resolved at a lower level. CAP staff can be reached by Phone: 1-800-638-6243; TTY: 410-554-9360; and Email: [cap.dors@maryland.gov](mailto:cap.dors@maryland.gov).
- **Conflict Resolution.** If individuals believe they have not been treated fairly or provided with appropriate services by DORS, they may ask for help, either on their own or with assistance from CAP, in the following ways:
  - **DORS Staff Review.** The individual may request a meeting with the counselor and the counselor's supervisor to discuss the problem and seek a solution.
  - **Appeal Process.** If an individual is dissatisfied with decisions made by DORS staff which affect their rehabilitation program, the individual has the right to an Appeal Hearing with an impartial Hearing Officer. If both parties agree, they may participate in mediation prior to the scheduled date of the Appeal Hearing.

All requests for an Appeal Hearing must be in writing to the Assistant State Superintendent in Rehabilitation Services, 2301 Argonne Drive, Baltimore, MD 21218, filed within 60 days of being notified of the Division's action with

which the individual disagrees, and include the individual's address and phone number.

Consistent with State regulations, hearings are scheduled with the Office of Administrative Hearings. Randomly selected Administrative Law Judges trained in rehabilitation issues act as impartial hearing officers. Appeals are heard within 60 days of the receipt of the written appeal request.

See the CAP brochure for more information on appeals.

### **Other Important Rights & Responsibilities**

- DORS and its vendors do not discriminate on the basis of sex, race, religion, color, age, national origin, residence, physical or mental disability or political affiliation in providing access to services.
- Individuals have the right to be informed of any significant delay in the provision of rehabilitation services.
- Individuals have the right to review the information in their record of services after signing a release of information statement.
- To provide to DORS staff accurate information about their disability, limitations, capabilities, education, work experience, and other related matters.
- Individuals must fully participate in any pre-employment transition services requested.