



**Division of Rehabilitation Services**

2301 Argonne Drive · Baltimore, MD 21218 · 410-554-9100 · Toll Free 888-200-7117 · Video Phone 443-873-0082

## **14(c) Certificate Program Preparation Guide for DORS Career Counseling Information and Referral Presentation for Employees with Disabilities Earning Less than Minimum Wage**

### **Prior to the day of this presentation:**

- ✓ Schedule a presentation date with the DORS Regional Office serving your geographic area.
- ✓ Once the presentation date is confirmed, give each employee required to participate the **DORS Career Counseling Presentation Introduction Packet**. This packet is available for download at [www.dors.maryland.gov](http://www.dors.maryland.gov) under Community Partners > 14(c) Program Resources.
- ✓ Retain the **Verification Form** returned by the employee until the day of presentation. If any **Refusal Forms** are turned into you, send them immediately to the DORS contact on the form.
- ✓ Add local resource information to the **Information and Referral Materials** also available on the DORS website. Prepare a packet for each employee to receive on presentation day.
- ✓ Make all the necessary arrangements for the training location.
- ✓ Please have a laptop loaded with Microsoft PowerPoint 2010 or higher. You will need an LCD projector and screen. Also consider the need for a microphone.
- ✓ If foreign language or sign language interpreters are needed for your employees, you are responsible for making those arrangements.
- ✓ Make sure you have a person designated as our contact leading up to and on the day of the presentation who can assist with any technical difficulties.
- ✓ Please have your staff attend the training with employees who need support to participate.

### **On the day of the presentation:**

- ✓ DORS presenters will be arriving a half an hour before the scheduled presentation time.
- ✓ If your presentation is not at your facility, please make sure a designated person is prepared to greet us at this location.
- ✓ Give the **Verification Forms** to the presenters when they arrive.
- ✓ After the presentation is completed, the presenters will need your staff to assist in getting each employee to sign their **Verification Form** to indicate that they received career counseling.

- ✓ After all the forms have been signed, the presenters will need for you to make two copies of each form. Give the original to the employees for their records and keep a copy for your records, per employee consent. We'll take the second copy with us for our records.

**Let's talk weather or cancellations!**

If you need to cancel the presentation because of weather or any other circumstances, please contact the DORS Regional Office serving your geographic area by 3 p.m. the day before the presentation. Likewise, if DORS needs to cancel the presentation because of weather or any other circumstances, the DORS Regional Office will contact your designated contact person by 3 p.m. the day before the presentation.

**Find DORS Regional Office contact information on the DORS website at:  
[www.dors.maryland.gov/resources/pages/locations.aspx](http://www.dors.maryland.gov/resources/pages/locations.aspx)**