

Maryland State Department of Education
Division of Rehabilitation Services
Pre-Employment Transition Services Progress Report

Complete form to document DORS-funded services that received prior-approval through DORS.
Submit form to DORS within 15 days of service completion.

General Information

Report Date: _____

Student Name: _____

DORS Counselor: _____

Organization Providing Pre-ETS: _____

Program Name: _____

Staff Responsible for Training & Reporting: _____

Training Staff Phone #: _____ Email: _____

Service Start Date: _____ Service End Date: _____

Location of Service: Virtual In-person Hybrid School Community

Pre-Employment Transition Services Provided

- Record requested information for DORS-approved services provided to the student.
- Check each Pre-ETS provided as indicated on the DORS service authorization. Check “**Not Applicable**” if service was not provided or pre-approved by DORS.
- If you are responding to a WBLE referral, please use the **Pre-ETS: Work-Based Learning Experience Agreement (RS-10d)** form.

1. Job Exploration Counseling

Total Hours: _____

Provided Not Applicable

Learning Objective 1-1: The student understands what career exploration is and why it is important.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 1-2: The student explored his or her strengths and abilities.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 1-3: The student discovered what type of work he or she is interested in and what employment options are in those fields.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 1-4: The student understands what kind of education and training is needed to reach job goals.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 1-5: The student has resources and tips to help guide them in next steps.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

2. Counseling on Post-Secondary Training Opportunities

Total Hours: _____

Provided Not Applicable

Learning Objective 2-1: The student understands how education beyond high school is needed to access jobs in many areas.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 2-2: It was described to student how further education and training may help him or her meet individualized career and personal goals.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 2-3: The student understands a variety of post-secondary education and training opportunities, including career-related workshops, training programs, community college, military service, trade/tech school, universities and post-secondary programs for students with disabilities.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 2-4: The student understands disability related laws and his or her related rights and responsibilities in a post-secondary setting.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 2-5: The student has gained awareness of educational resources and websites.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 2-6: The student understands admission testing requirements and the possibility of testing accommodations.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

3. Work-Readiness Training

Total Hours: _____

Provided Not Applicable

Learning Objective 3-1: The student understands the skills employers expect from employees.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 3-2: The student understands the importance of good communication skills/ interactions with employers, coworkers, supervisors.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 3-3: The student understands the importance of being on time, following through on directions, and producing quality work.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 3-4: The student understands social and interpersonal skills including verbal and written communication, professional behavior, teamwork, and problem-solving.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 3-5: The student gained awareness of independent living skills including good hygiene, time management, money management, transportation, and community resources.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 3-6: The student understands job seeking techniques.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

4. Instruction in Self-Advocacy

Total Hours: _____

Provided Not Applicable

Learning Objective 4-1: The student understands the importance of self-awareness.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 4-2: The student understands their individual disability-related needs.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 4-3: The student understands their rights and responsibilities related to disability disclosure.

Objective Met Objective Not Met Objective Partially Met

Rationale for any unmet or partially met objectives:

Learning Objective 4-4: The student understands their rights and responsibilities related to accommodation requests.

Objective Met Objective Not Met Objective Partially Met

As the service provider, I certify all of the following:

- The above dates, times, and service activities are accurate.
- I personally facilitated the curriculum (if applicable).
- I documented the services and information described above in this form.
- I have included any additional documentation associated with the service (resume, job exploration counseling report, etc.).

I maintain the staff qualifications required as described in the service agreement or cooperative agreement addendum approved by DORS and signed by my agency.

Staff Signature & Date