

## Application for Pre-Employment Transition Services (Pre-ETS)

- ❖ Use the form titled *“Request for Pre-Employment Transition Services for Potentially Eligible Students with Disabilities.”*
  - This will be found in the upper right hand corner of the document.
- ❖ The parent / guardian must complete sections I, III and IV.
- ❖ The teacher / intervention specialist must complete section II.
- ❖ All items must be completed.
- ❖ **Section III**
  - **At least 1 service area must be checked.**
  - Numerous service areas can be checked.
  - A provider must be identified.
    - There is no specific space for this; therefore, it must be hand written in the Section III box.
    - Providers can be found on the link noted in Section III of the application.
- ❖ **Section IV**
  - **The student must sign (even if under the age of 18).**
    - If the student is under 18, a parent/guardian signature is also required.
- ❖ The application can be submitted via fax or e-mail.
  - The fax number and e-mail address are noted in paragraph 2 of the application.
  - **The application must be submitted by the school.**
  - The ETR and IEP must be submitted with the application.

*Navigating the Opportunities for Ohioans with Disabilities (OOD)  
Website for Providers of Pre-Employment Transition Services*

From the Home page

1. Select "Individuals with Disabilities" on the top of the page
2. Select "Services" on the left side column
3. Select "Students 14+" in the box
4. Select "Pre-Employment Transition Services"
5. Select "How to Find a Pre-Employment Transition Provider" in red text

*This takes you to the Provider Search page*

From the Provider Search page

1. Click on the "Service Name" box and a drop down will appear.
2. Choose the service or services of interest
3. Click the drop down arrow in the "Preferred Location" box
4. Select "county"
5. Go to the "County" box
6. Click in the "County" box and a drop down will appear
7. Scroll down to "Trumbull" and click on that
8. Click on "Search" and the providers will appear