



DVR Approving WBL Placement			
STUDENT'S IDENTIFIED CAREER OF INTEREST			
REGIONAL TRANSITION CONSULTANT (RTC) OR DESIGNEE			
Pre-ETS Group Service Provider Information			
CONTRACTOR / SUBCONTRACTOR BUSINESS NAME			
CONTRACTOR REPRESENTATIVE		TELEPHONE NUMBER (WITH AREA CODE)	
JOB-SITE OBSERVATION DAYS / TIMES		SITE SUPERVISOR CHECK-IN DAYS / TIMES	
Student Responsibilities			
<ol style="list-style-type: none"> <li>1. Work the agreed upon WBL schedule and maintain regular attendance;</li> <li>2. Notify the employer in advance of any absence;</li> <li>3. Follow supervision of the employer and perform assigned job duties;</li> <li>4. Work with the Contractor representative assigned to the WBL site.</li> <li>5. Other:</li> </ol>			
Pre-ETS Group Service Contractor Responsibilities			
<ol style="list-style-type: none"> <li>1. Complete necessary paperwork to get students set up as an employee</li> <li>2. Conduct weekly on-site observations of student to monitor work assignments;</li> <li>3. Conduct weekly check-ins with on-site supervisor to monitor student progress</li> <li>4. Maintain accurate student timesheets to include dates and times of hours worked;</li> <li>5. Pay student wages, payroll taxes, and workers compensation as appropriate and in accordance with Washington State Labor and Industry Standards (if applicable);</li> <li>6. Identify any reasonable accommodations that may be needed by the student to perform the essential job functions of the WBL, and arrange implementation of accommodations with employer;</li> <li>7. Submit monthly billing to DVR for student wages:</li> </ol>			
Employer Responsibilities			
<ol style="list-style-type: none"> <li>1. Supervise the student participant as outlined in this agreement;</li> <li>2. Implement the agreed upon reasonable accommodations;</li> <li>3. Notify the DVR counselor of any problems or concerns that arise.</li> </ol>			
DVR STUDENT'S SIGNATURE		DVR RTC OR DESIGNEE'S SIGNATURE	
DATE		DATE	
EMPLOYER'S SIGNATURE		PRE-ETS CONTRACTOR'S SIGNATURE	
DATE		DATE	
PARENT / GUARDIAN'S SIGNATURE		DATE	