



--	--	--	--	--

**Total number of hours the Customer participated in the training:**

**Record the date and method of VRC notification of customer's absences, when applicable:**

**Training instructional approaches used in the delivery of the curriculum to meet the Customer's learning styles and preferences (Select all that apply):**

- Discussions
  PowerPoint presentations
  Inquiry-based instructions  
 Hands-on experiments
  Project and problem-based learning
  Computer-aided instructions  
 Others: Describe:

**Group Training Facts**

NA training not provided in group setting

**Instructions:**

- If training is facilitated in a group setting, record the instructors and record the VRS case IDs of all customers who participated in the group training session(s).
- Sign-in sheet for each class must identify the instructor(s) and may be requested to verify class ratio.
- The provider must ensure, a VR3472, Contracted Service Modification Request for Work Readiness has been approved by the VR director prior to the class, for every customer in a group when the ratio is greater than 1 trainer to 6 customers.
- When a training includes more than 12 customers, complete a second form for each customer so that all instructors and customers are recorded.

**Instructors:**

1.	2.
----	----

**Customers:**

1.	2.	3.
4.	5.	6.
7.	8.	9.
10.	11.	12.

**Customer's Responses to Training**

**Instructions:**

- After the training is complete, use the scale below to rate the customer's competency related to the skills and knowledge areas listed below.

Key for Levels	Descriptor
Proficient	<ul style="list-style-type: none"> <li>• Requires training to refresh knowledge and skills</li> <li>• After training, capable of demonstrating skills and knowledge independently, but may need mentoring</li> </ul>
Basic	<ul style="list-style-type: none"> <li>• Requires training to learn and demonstrate knowledge and skills</li> <li>• After training, requires guidance and feedback for the customer to demonstrate knowledge and skills necessary to complete tasks or produce a product</li> </ul>
Marginal	<ul style="list-style-type: none"> <li>• Requires hands on instruction to participate and demonstrate knowledge and skills taught in training</li> <li>• After training, requires reinforcement or reteaching of skills taught while demonstrating knowledge and skills necessary complete tasks or to produce a product</li> </ul>

Reliant	<ul style="list-style-type: none"> <li>• Requires extensive and comprehensive assistance and supports to perform skills and to complete tasks or to produce a product</li> <li>• Some skills, tasks and products may need to be completed for the customer to address disability and literacy factors</li> </ul>
---------	--

### VR1850, Employment Data Sheet or Equivalent

**Instructions:**

Rate the customer's knowledge and skills related to collecting each type of data required for a complete and accurate employment data sheet.

Employment Data Sheet Section	Proficient	Basic	Marginal	Reliant
Demographics				
Arrest and conviction history, if any				
Paid work history				
Volunteer history				
References				
Employment skills				
Career objective				
Training history				
Occupational license or certification				
High school and GED information				
College education history				

### Résumés

**Instructions:**

- Does the referral or service authorization indicate résumé training is required to support the customer's employment goal? If no, the completion of Résumé Training is optional.  
Yes    No
- Rate the customer's knowledge and skills related to collecting each type of data required for a complete and accurate employment data sheet.

Résumé Tasks	Proficient	Basic	Marginal	Reliant
Identifying different types and purpose of résumés, i.e. chronological, functional, combination, or targeted				
Collecting résumé contents such as education, work experience, credentials, and achievements that are used to apply for jobs				
Creating own résumé as necessary for employment goal of Customer				
Tailoring and updating own resume for specific jobs				

### Job Applications

Job Applications Tasks	Proficient	Basic	Marginal	Reliant
Understanding the job application process for paper, website and kiosk applications				
Identifying appropriate responses to questions on job applications				
Writing clear descriptive responses to questions that are spelling and grammatical error free				
Identification of strategies to address employment barriers demonstrated by the customer				

Completion of job application(s) Type(s) Completed:      Paper      Website      Kiosk				
<b>References and Written Correspondence</b>				
<b>References and Written Correspondence Tasks</b>	<b>Proficient</b>	<b>Basic</b>	<b>Marginal</b>	<b>Reliant</b>
Identifying and using professional and personal employment references				
Understanding when and how to request a person be a professional and/or personal employment reference				
Understanding when and how to provide professional and personal employment references to potential employers				
Understanding how reference will be used for background verifications				
Identifying and using effective written correspondence when job searching				
Creating cover letters for applications and résumés				
Creating thank you letters related to employer correspondence or meetings and interview.				
Using and creating email correspondence				
Using and creating written correspondence sent via the U.S. Postal Service				
Identifying and using professional and personal employment references				
<b>Interview Training</b>				
<b>Interview Tasks</b>	<b>Proficient</b>	<b>Basic</b>	<b>Marginal</b>	<b>Reliant</b>
Understanding the interview process				
Understanding the different types of interviews including screening, telephone, panel and/or group, behaviorally based, case, situational and technical				
Creating a 30–60 second “elevator” speech that summarizes why he or she is a good candidate for the job				
Delivering his or her “elevator” speech				
Demonstrating how to research businesses and positions prior to an interview				
Identifying questions to ask the business when interviewing				
Identifying typical interview questions asked by the business for the industry of the customer’s employment goal(s)				
Effectively answering typical interview questions asked by the business for the industry of the customer’s employment goal(s)				
Understanding and responding to questions related to protected classes and disclosure				
Requesting assistance, including disability etiquette				
Responding to complicated questions to address the customer’s employment barriers				
Personal presentation for interviews such as grooming, dress, manners, etc.				
Completing a mock interview 1				
Completing a mock interview 2				

Completing a mock interview 3 (optional)				
Completing a mock interview 4 (optional)				
Completing a mock interview 5 (optional)				
<b>Pre-Employment Testing</b>				
<b>Pre-Employment Testing Tasks</b>	<b>Proficient</b>	<b>Basic</b>	<b>Marginal</b>	<b>Reliant</b>
Understanding purpose of aptitude, skills and literacy testing and how the testing is conducted				
Understanding the purpose of personality testing and how the testing is conducted				
Understanding purpose of physical ability testing that measures an applicant's ability to perform task and physical function of the job				
Understanding purpose of drug testing and how the testing is conducted				
<b>Job Search</b>				
<b>Job Search Tasks</b>	<b>Proficient</b>	<b>Basic</b>	<b>Marginal</b>	<b>Reliant</b>
Researching business unmet needs related to employment goal				
Using Job Websites and Employer Job Boards for searching for jobs related to employment goal				
Networking with individuals who may know about an unposted employment opportunity				
Registering and using WorkinTexas.org to search for jobs				
<b>Job Acceptance and Preparing for the First Day on the Job</b>				
<b>Job Acceptance Tasks and Preparing for the First Day on the Job Tasks</b>	<b>Proficient</b>	<b>Basic</b>	<b>Marginal</b>	<b>Reliant</b>
Understanding wage associated with position(s) as it related to the customer's skills and location of employer				
Understanding how to use of basic salary negotiation techniques				
Understanding the job responsibilities the employer is requiring for the position				
Identification of accommodation needs that can improve performance in the work setting (environmental changes, assistive technology devices, or work process)				
Requesting accommodations to address the Customer disability need(s) if necessary				
Securing transportation to work site				
Demonstration of appropriate dress (clothing and hygiene) necessary for the position gained for the Customer				
Securing all documents necessary to "on board" the first day on the job				
Securing and demonstrating use of necessary items such as uniform and alarm clock				
Demonstration of communicating individual needs to employer				
Demonstrating expected behaviors and expectation when working at job site				
<b>Customer's Overall Performance</b>				

<b>Instructions:</b> Use the scale to rate the customer's overall performance.					
Ability to learn	Excellent	Very Good	Good	Marginal	Poor
Accuracy of work	Excellent	Very Good	Good	Marginal	Poor
Accepts assistance	Excellent	Very Good	Good	Marginal	Poor
Adaptability	Excellent	Very Good	Good	Marginal	Poor
Appearance and hygiene	Excellent	Very Good	Good	Marginal	Poor
Attendance	Excellent	Very Good	Good	Marginal	Poor
Attention	Excellent	Very Good	Good	Marginal	Poor
Communication	Excellent	Very Good	Good	Marginal	Poor
Computer literacy	Excellent	Very Good	Good	Marginal	Poor
Cooperativeness	Excellent	Very Good	Good	Marginal	Poor
Initiative	Excellent	Very Good	Good	Marginal	Poor
Motivation	Excellent	Very Good	Good	Marginal	Poor
Safety practices	Excellent	Very Good	Good	Marginal	Poor
Timeliness	Excellent	Very Good	Good	Marginal	Poor

### Overall Training Summary

**Describe the instructions, resources, and supplies the customer received throughout the entire training.**

**Describe the customer's ability and willingness to perform skills and tasks including all problematic issues or concerns that emerge.**

**Describe all accommodations, compensatory techniques, and special training needs required by the customer including why task had to be completed for the customer.**

**Recommendations related to future training that can enhance or improve the customer skills.**

### Additional Comments

**Additional comments, if any:**

### Supplementary Required Documentation

- VR1850, Employment Data Sheet or equivalent
- Copy of résumé, if required via referral or service authorization
- Customer's "elevator speech" is attached to report
- When requested by VR counselor, copies of recorded mock interviews provided

### Customer Signatures

**Verification of the customer or authorized representative's satisfaction and service delivery obtained by:**  
 Handwritten signature      Digital signature (See VR-SFP 3 on Signatures)  
 By sending a copy of the document returned with a scanned signature  
 Unable to obtain signature, describe attempts:

By signing below, I, the customer, agree with the information recorded within the report above. If you are not satisfied, do not sign. Contact your VR counselor.

<b>Customer's signature:</b> <b>X</b>	<b>Date Signed:</b>
--	---------------------

**Provider Signatures**

**Type of Provider:**      Traditional-bilateral contractor      Transition Educator      Non-traditional

**Premiums to be invoiced:**     None     Autism     Blind and Visually Impaired     Brain Injury  
 Deaf     other, specify:

**Job Placement Specialist**

**By signing below, I certify that:**

- the above dates, times, and services are accurate;
- I personally facilitated all training, meeting all outcomes required for payment and documented the service, as prescribed in the VR-SFP and service authorization;
- Verification of the customer's satisfaction and service delivery obtained as stated above;
- I maintain the staff qualifications required for a Job Placement Specialist as described in the VR-SFP or Service Authorization; and
- I signed my signature and entered the date below.

<b>Typed or Printed name of Job Placement Specialist 1:</b>	<b>Signature:</b> (See VR-SFP 3 on Signatures) <b>X</b>	<b>Date Signed:</b>
---	---	---------------------

**Select all that apply:**

UNTWISE Credentialed with ID:                       VR3490-Waiver Proof Attached  
 Transition Educator     Non-traditional  
 RID/BEI/SLIPI with Number:                      or  proof attached

<b>Typed or Printed name of Job Placement Specialist 2 (if any):</b>	<b>Signature:</b> (See VR-SFP 3 on Signatures) <b>X</b>	<b>Date Signed:</b>
--	---	---------------------

**Select all that apply:**

UNTWISE Credentialed with ID:                       VR3490-Waiver Proof Attached  
 Transition Educator     Non-traditional  
 RID/BEI/SLIPI with Number:                      or  proof attached

**Director (only required for Traditional-Bilateral Contractors)**

**By signing below, I, the Director, certify that:**

- I ensure that the services were provided by qualified staff, met all outcomes required for payment, and services were documented, as prescribed in the VR-SFP and service authorization;
- I maintain UNTWISE Director credential, as prescribed in VR-SFP;
- I signed my signature and entered the date below.

<b>Director Typed or Printed name:</b>	<b>Director Signature:</b> (See VR-SFP 3 on Signatures) <b>X</b>	<b>Date Signed:</b>
--	--	---------------------

**Select all that apply:**     UNTWISE Credentialed with ID:  
 VR3490-Waiver Proof Attached

**VRS Use Only**

If any question below is answered no or if the report or supporting documentation is missing or incomplete, return the invoice to the provider with the VR3460. Make a case note to document the results of the review and the date VR3460 was sent to provider, when applicable.

**Technical Review to Verify Provider Qualifications**  
(Completed by any VR staff such as RA, CSC, VR Counselor)

**When Job Placement Specialist is a Transition Educator or Non-Traditional provider, skip this section.**

**Director's Credential:**

UNTWISE website or attached VR3490 verifies, for the dates of service, the director listed above:  
maintained or waived the UNTWISE Director Credential  
did **not** hold a valid UNTWISE Director Credential

**Job Placement Specialist's Credential:**

UNTWISE website or attached VR3490 verifies, for the dates of service, the Job Placement Specialist listed above:  
maintained or waived the required UNTWISE Credential  
did **not** hold a valid UNTWISE Credential

**UNTWISE Endorsements:**

UNTWISE website verifies, for the dates of service, the Job Placement Specialist listed above maintained the following endorsement:  
 None     Autism     Blind and Visually Impaired     Brain Injury     other, specify:

**Qualifications Related to Deaf Premium:**

Attached documentation verifies, for the dates of service, the Job Placement Specialist listed above maintained one of the following:  
not applicable/no attachment    BEI    RID    SLIPI

**Verification of Service Delivery**

**Technical Review** (completed by any VR staff such as RA, CSC, VR Counselor)

Verified that the report is accurately completed per form instructions	Yes	No
Verified that the service(s) was provided within service date of SA and as stated in the VR Standards for Providers and/or the SA	Yes	No
When applicable, verify a copy of an approved VR3472 is attached to the report?	NA	Yes    No
Verified the training was provided in the environment(s) (in person, remotely or combination) indicated on the referral form.	Yes	No
Verified that the form indicates the training was provided in a group or individual setting and, if in a group setting, a ratio of <b>1</b> Job Placement Specialist to no more than <b>6</b> customers was maintained	Yes	No
Verified a complete VR1850 or equivalent submitted	Yes	No
Verified a copy of customer's résumé was submitted, if required on the VR1845B	Yes	No

Verified a written copy of the customer's "elevator speech" is attached to report	Yes	No
Verified mock interviews were recorded, if required on the VR1845B	Yes	No
Verified that all supplies and resources necessary for the customer to participate in the training were provided	Yes	No
Verified the customer's satisfaction with the training through signature on the form and/or by VR staff member contact with customer	Yes	No
Verified that the appropriate fee(s) was invoiced	Yes	No
<b>Print staff member(s) names who completed technical review and/or verified the UNTWISE Credentials:</b>		
1.	Date:	2.
		Date:
<b>VR Counselor Review</b>		
Verified the customer was trained with the customer's knowledge and skills evaluated for all training tasks included on the form	Yes	No
Verified the customer received necessary accommodations, supplies and resources; various instructional approaches were used; and the customer has the ability to use compensatory techniques to increase ability to perform task and skills	Yes	No
Verified the customer received the service and the trainer-to-customer ratio was adhered to as described in the VR-SFP	Yes	No
Verified the customer was trained and demonstrated knowledge of and ability to perform skills/tasks as required in the service description and outcomes required for payment	Yes	No
Verified the products produced from the service are accurate, professional, and of acceptable quality (e.g. self-assessments, résumés, elevator speech, employment conditions, extension activities)	Yes	No
<b>By typing or printing your name, the VRC verifies:</b> <ul style="list-style-type: none"> <li>• completion of the technical review,</li> <li>• services provided met the customer's individual needs,</li> <li>• services provided met specifications in the VR-SFP and on the SA, and</li> <li>• customer's or legally authorized representative's satisfaction with services received.</li> </ul> <p style="text-align: center;"> <b>Approve to pay invoice      Do not approve to pay invoice</b> </p>		
<b>VR Counselor:</b>	<b>Date:</b>	