



# Advocates for Children of New York

Protecting every child's right to learn

## Preparing for Life after High School: Internships, Vocational & Transition Services

### INTERNSHIPS & VOCATIONAL PROGRAMS

Internships and vocational programs can help you prepare for life after high school. Internships can help you learn work skills. Vocational programs can train you for a specific job or career. The Department of Education (DOE) offers some of these programs to students who are still in high school. These programs are open to all students.

#### ***What internships and career training does the DOE offer?***

**Career and Technical Education (CTE)** programs help you prepare for specific careers with classes, hands-on training, job shadowing, and internships. CTE programs only exist in some high schools so you should apply to these programs in 8<sup>th</sup> or 9<sup>th</sup> grade when you apply to high school. For more details, visit [www.schools.nyc.gov/school-life/learning/career-and-technical-education](http://www.schools.nyc.gov/school-life/learning/career-and-technical-education).

**Learning to Work (LTW)** is a program available in NYC transfer high schools and Young Adult Borough Centers (YABCs). LTW offers paid internships, job skills training, resume help, job coaching and more. To participate, you must be enrolled in a YABC or transfer school. For more details, visit <https://on.nyc.gov/2OYtrk7>. For more information about transfer schools and YABCs, see this AFC tip sheet: [www.advocatesforchildren.org/sites/default/files/library/know\\_your\\_options.pdf](http://www.advocatesforchildren.org/sites/default/files/library/know_your_options.pdf).

**The School of Cooperative Technical Education (Co-op Tech)** is a unique school where you can choose from more than 20 trades (like plumbing, culinary arts, graphic design, and nursing). Students attend a DOE high school or high school equivalency program for academics for part of the day and go to Co-op Tech to learn a trade for the rest of the day. The main program is in Manhattan, with smaller programs in other boroughs. To apply, you must be 17 or older. For details, visit [www.co-optech.org](http://www.co-optech.org).

\* The Co-op Tech building also houses the Judith S. Kaye Transfer High School and a high school equivalency program.

#### ***Where else can I get an internship or career training?***

**The Department of Youth and Community Development (DYCD)** is a city agency that offers job training and paid internships to people ages 16-24. Programs include the Summer Youth Employment Program (SYEP), Work Learn Grow, Learn & Earn, Train & Earn, and others. Students with disabilities can also apply through their schools for the Training Opportunities Program (TOP), which provides paid internships up to 15 hours/week during the school year. For details, visit [www1.nyc.gov/site/dycd/services/jobs-internships.page](http://www1.nyc.gov/site/dycd/services/jobs-internships.page).

**Job Corps** is a free program that helps youth ages 16-24 learn about careers, earn a high school diploma or equivalency, and develop skills to find and keep a good job. There is a residential program in the Bronx where students live and a day program in Brooklyn. Job Corps also has other locations across New York State and the country. For more details, visit [www.jobcorps.gov/](http://www.jobcorps.gov/).

A lot of **private trade schools** and non-profits have vocational programs where you can learn a specific trade. Private programs can be expensive, so be sure the program fits your interests and abilities.

## ***Can an internship or vocational program help me graduate?***

Yes! All students *working toward a Regents, Advanced Regents, or Local diploma* may earn a credential called the CDOS to use in place of their 5<sup>th</sup> Regents exam.

The **Career Development and Occupational Studies (CDOS)** Commencement Credential is a certificate meant to show your readiness for entry-level jobs.

**For information on using CDOS to high school graduation requirements, visit [www.advocatesforchildren.org/sites/default/files/library/graduation\\_options\\_for\\_students\\_with\\_disabilities.pdf](http://www.advocatesforchildren.org/sites/default/files/library/graduation_options_for_students_with_disabilities.pdf)**

You can earn a CDOS one of two ways:

(1) Complete all of the following:

- Annual career plan that documents your career interests, strengths and weaknesses, career goals, and coursework or learning experiences to help you achieve those goals;
- 216 hours (4 credits) of work-based learning, CTE courses, or other career planning activities, including at least 54 hours (1 credit) of supervised work-based learning, such as:
  - Internships, job shadowing, or service learning (e.g. SYEP; TOP)
  - Courses that are part of an approved CTE sequence
  - Advisory focused on career planning
- Work skills employability profile completed by your school that shows you have mastered CDOS standards;
- Exit Summary completed by your school if you have an IEP

**OR**

(2) Earn one of the nationally-recognized work readiness credentials. Examples include:

- SkillsUSA Workforce Ready Employability Assessment: [www.careeressentials.org/assessments](http://www.careeressentials.org/assessments)
- ACT National Career Readiness Certificate: [www.act.org/content/act/en/products-and-services/workkeys-for-educators/ncrc.html](http://www.act.org/content/act/en/products-and-services/workkeys-for-educators/ncrc.html)
- CASAS Workforce Skills and Certification System: [www.casas.org/product-overviews/assessments/WSCS](http://www.casas.org/product-overviews/assessments/WSCS)

## **Did you know?**

Students with disabilities can use the CDOS to earn a diploma even if they have not passed any Regents exams. For details, see:

[www.advocatesforchildren.org/sites/default/files/library/graduation\\_options\\_for\\_students\\_with\\_disabilities.pdf](http://www.advocatesforchildren.org/sites/default/files/library/graduation_options_for_students_with_disabilities.pdf)

# TRANSITION PLANS AND SERVICES FOR STUDENTS WITH DISABILITIES

If you have an IEP, your school must work with you to create a transition plan before you turn 15. Your IEP should say what you want to do after high school and what your school will do to help you reach your goals.

## Your transition plan can include:

- Internships
- Volunteer opportunities
- Tutoring
- Afterschool activities
- Help applying to college and financial aid
- Help applying to work programs for after high school
- Exploring different types of housing (including support with rent and living on your own)
- Help getting a driver's license or state ID
- Learning to use money
- Training on how to take the subway, bus, or train
- Much more

Your school must review your transition plan at least once a year at your IEP meeting. If your IEP does not include a transition plan, ask for one in writing from your Committee on Special Education (CSE), IEP team, or the person in charge of special education at your school.

## Transition Assessments:

If you have an IEP, your school must conduct assessments to help figure out what transition supports will help you reach your postsecondary goals. Your school must conduct a [Level 1](#) Vocational Assessment each year, which includes an interview with you, your teacher, and your parent, to figure out your interests and abilities. If more information is needed to make a good transition plan, you can ask for a [Level 2](#) Vocational Assessment, which is a 3-5 hour hands-on job skills test, and/or a [Level 3](#) Vocational Assessment, which is a 10 day job training assessment. If you want one of these assessments, your parents should request them in writing from the IEP team. For more information, check out AFC's *Transition Services and College Planning Guide*:

[www.advocatesforchildren.org/sites/default/files/library/transition\\_guide.pdf](http://www.advocatesforchildren.org/sites/default/files/library/transition_guide.pdf).

## What other agencies can help me prepare for a career?

### Adult Career and Continuing Education Services - Vocational Rehabilitation (ACCES-VR)

This agency helps people with disabilities explore their job interests, find a job, and keep it. Services can include career counseling, job training, paid internships, and funding for vocational training or college. Most students who had IEPs in high school can get services from ACCES-VR. You can apply as early as age 14. For more details, visit [www.acces.nysed.gov/vr](http://www.acces.nysed.gov/vr). This handout has tips on how to apply: [www.advocatesforchildren.org/sites/default/files/library/applying\\_for\\_accesvr.pdf](http://www.advocatesforchildren.org/sites/default/files/library/applying_for_accesvr.pdf).

**The Office for People with Developmental Disabilities (OPWDD)** provides services to people with developmental and intellectual disabilities. Services can include job coaching, counseling, and supported employment. For details, visit [www.opwdd.ny.gov](http://www.opwdd.ny.gov). For tips about applying for OPWDD, check out [www.advocatesforchildren.org/sites/default/files/library/applying\\_for\\_opwdd.pdf](http://www.advocatesforchildren.org/sites/default/files/library/applying_for_opwdd.pdf).

**Office of Mental Health (OMH)** offers referrals for services like counseling and supportive housing to people with mental health disabilities. To see if you are eligible, contact the New York State Office of Mental Health at 1-800-597-848. For a list of OMH programs, visit [www.omh.ny.gov](http://www.omh.ny.gov).

***Still have more questions? Please call the Jill Chaifetz Education Helpline:***

Monday through Thursday • 10 am to 4 pm • 1-866-427-6033 (toll free)

[www.advocatesforchildren.org](http://www.advocatesforchildren.org)

*This Tip Sheet does not constitute legal advice. If you have a legal problem, please contact an attorney or advocate.*

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