



# PRE-EMPLOYMENT TRANSITION SERVICES

## Our Five Core Services

1. Job Exploration Counseling
2. Workplace Readiness Training
3. Work-Based Learning Experiences
4. Self-Advocacy
5. Counseling on Post-secondary Education or Training

*Pre-ETS is funded through the  
Massachusetts Rehabilitation Commission,  
and serves students ages 14–22.*

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## WHAT SERVICES DOES PRE-ETS OFFER?

Pre-ETS offers two main sets of services to students: classes and internships. **Classes** are 30 minutes to 1 hour sessions that cover everything from résumés and interview preparation to stress management and emotion regulation to financial literacy and budgeting. We offer two formats of classes: pods and calendar. You can participate in one or both.

### Pods

- Offered during the school day, once a week or every other week
- In-person at the school or at AEI's main office (the school provides transportation)
- 30 minutes to 1 hour
- Typically peer-grouped

### Calendar

- Offered after school (3:30pm) one to two times per week
- Virtual, with some in-person opportunities during school vacations
- Typically 1 hour
- Wider range of students

## WHAT ABOUT INTERNSHIPS?

Internships are offered to older students (at least 16 years old) who consistently attend pod and/or calendar classes. Internships are paid, **short-term** opportunities for students to get a sense of what work is like. AEI does not provide transportation or job coaching. AEI tries to match students to sites they are interested in. Some examples of sites include: Crumbl Cookies, Tommy Hilfiger, and Altitude Trampoline Park.

## HOW LONG IS THE PROGRAM?

Pre-ETS is a highly flexible program. Some students only attend a few classes, others are here from 14 all the way to 22. As long as the student is still in school (high school or post-secondary education), they are welcome to stay in Pre-ETS!

## HOW DO I ENROLL?

To enroll, you will need to fill out a referral form, as well as submit proof of a documented disability. This proof can be an IEP, a 504 plan, a doctor's note or other medical documentation, or a psychosocial report. Please contact Nichole Gary for the referral form and if you have any questions!