



266 Pine Street, Burlington, Vermont 05401  
802.658.4143, [www.resourcevt.org](http://www.resourcevt.org)

## Memorandum of Understanding: Occupational Training Program

\_\_\_\_\_ (school) and ReSOURCE have agreed to enroll \_\_\_\_\_ (student) in the ReSOURCE Career Start program. Through this program, ReSOURCE supports high school students in the development of job skills and prepares them for entry-level employment positions.

### As part of this agreement, \_\_\_\_\_ (school) agrees to:

- Provide ReSOURCE with information on the student, including but not limited to: disability information, accommodations, strengths, and best practices.
- Provide transportation for the trainee to and from ReSOURCE.
- Provide a job coach when deemed necessary by ReSOURCE.
- Meet with the student and ReSOURCE regularly to review progress.
- Keep ReSOURCE informed of any issues with the student that could affect behavior and progress in the training program.
- Work collaboratively with ReSOURCE to resolve any conflicts or issues that arise with the student while at ReSOURCE.
- Assume liability responsibilities for students while placed at ReSOURCE.
- Include ReSOURCE's Career Start program in student's IEP and/or PLP and transition plan, identifying specific skills and outcomes to be obtained.
- Provide funding of \$1250 for the enrolled Career Start trainee. This funding should be available to the schools by the inclusion of Career Start in the IEP and/or PLP. Amount may be prorated for shortened programs. The following industry-recognized certifications may be added for an additional fee:
  - Customer Service (online training access provided by ReSOURCE; training completed by student independently or at school): \$50
  - Refrigerant (Large Appliances only, training provided on site at ReSOURCE): \$60

### As part of this agreement ReSOURCE agrees to the following:

- Provide job training through both hands-on and "classroom" work.
- Provide timely feedback to the high school on progress and issues concerning the student.
- Provide regular evaluations for each student.
- Work with the schools to provide any documentation necessary to obtain funding and (where applicable) school credit for the student in this program.
- Provide training opportunities for any industry recognized certifications requested on the following page.



266 Pine Street, Burlington, Vermont 05401  
802.658.4143, [www.resourcevt.org](http://www.resourcevt.org)

Check here if student will earn academic credit for time spent in Career Start

Check here to add Customer Service Certification (Additional \$50)

Check here to add Refrigerant Certification (Large Appliances Only. Additional \$60)

**Total training cost to be paid to ReSOURCE:** \_\_\_\_\_

\_\_\_\_\_  
Signature: Director of Special Education      \_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Print Name      Date

\_\_\_\_\_  
Signature: ReSOURCE      \_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Youth Programs Manager      Print Name      Date