BEP 8 STEP PROCESS

(Steps 1 – 4 completed first; in any order after Step 1)

1. Introduction Step
   a. Client attends IBSR AND 2 BEP Facilities -OR- visits 3 BEP facilities for a meet & greet interview with the operator
   b. Attends one monthly Arizona Participating Operator Committee meeting (May attend additional meetings if desired)
   c. Meets with BEP Program Manager (at BEP Offices; up to 1 hour)
   d. Background Check completed to highest level screening possible
   e. Credit Check completed
   f. Finger Print clearance completed
   g. Evaluations completed
      i. High School Diploma or GED
      ii. English reading and writing fluency
      iii. Math comprehension, business math (10th grade level)
      iv. Blindness related skills assessments (A/T, O&M, IL, other)
      v. Able to use Excel, MS Word, Email
      vi. Vocational assessments

2. Application Process Step
   a. Written application completed by client
   b. Other BEP involvement considered

3. Job Shadowing Step (this step requires planning)
   a. Visits to multiple facilities (min 3 different types) totaling 40 hours of combined job shadowing time (completed within
      14 days of first shadowing visit)
   b. All shadowing scheduled by client using approved contact list

4. Qualifications Step (A.A.C. R6-4-303, D.)
   • V/R Client
   • Legally Blind
   • US Citizen
   • 18 years of age

5. Screening Committee Step

6. Formal Training Step

7. Licensing Step

8. Placement

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