

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
Client visits to facilities (completed in 1 week) scheduled using approved contact list (plan on up to 1 hour visits in each)
- 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

Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • To request this document in alternative format or for further information about this policy, contact your local RSA office; TTY/TDD Services: 7-1-1.