E-mail Address Requirement: Applicants and those contributing questionnaires on behalf of an applicant must have an e-mail address. E-mail accounts can be established free-of-charge through e-mail service providers such as gmail, yahoo, and outlook. In addition to application components, all program communications will be conducted through e-mail.
APPLICATION GUIDE — continued

Completed Application Packet

Online Application Components
- Intern Application
- Parent/Guardian/Support Person Questionnaire
- School Personnel/Community Reference Questionnaire
  (A member of the community may complete if appropriate.)

Online components allow for multiple sessions using the “SAVE AND RETURN LATER” function.

Additional Required Documents (Attachments)
- Immunization Record
- Birth Certificate
- School Transcript (most recent)
- Individualized Education Plan (IEP)
- Multidisciplinary Evaluation Team Report (MET)
- Individualized Plan for Employment (IPE/VR Plan) — as available

Online components allow for multiple sessions using the “SAVE AND RETURN LATER” function.

Options for submitting these documents include the following:
- online upload ✅ through the online application and/or questionnaires
- fax number 520-626-0081 (call 520-626-0442 for fax verification)
- e-mail address ucedd@email.arizona.edu
- mailing/physical address 1521 E. Helen Street, Tucson, 85719

✅ All three online forms offer the option to upload documents. Only one copy of each document is required. Skip the online uploading feature for any document that has already been submitted or will be submitted by someone else.

Submission Process

To be considered during the first selection cycle for the 2019/2020 program year – and to receive selection notification before winter break – ALL application components must be submitted no later than Thursday, November 16, 2018. Applicant interviews will occur during the week of December 3, 2018.

Submission Deadline

Upon submission of ALL program application requirements, the applicant will be contacted by program staff to schedule his/her interview.

Post Submission

Applicants will receive selection notification by Thursday, December 20, 2018 by email. Selected applicants must sign and submit the online Project SEARCH Intern Contract/Project SEARCH Intern Support Person Agreement by Friday, January 11, 2019 to secure placement in the program. A link to the document will accompany notification. Placements not secured by this date will be offered to candidates on a wait list in order of selection rank. If space remains after the first cycle concludes, applicants submitting application materials after November 16, 2018 may be considered for a second selection cycle conducted in spring 2019.

Selection Notification & Offer of Acceptance

CONTACTS

Sonoran Center for Excellence in Disabilities
Lupita Loftus
Administrative Assistant
loftusm@email.arizona.edu/520-626-0442

Pima County Joint Technical Education District
Ann Bertelsen
Project SEARCH BUMC Instructor
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Laura Schweers
Project SEARCH AZ Coordinator
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Dan Habinek
Project SEARCH UA Instructor
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Jennifer Atteberry-Pierpont, Principal
jatteberry@pimajted.org/520-352-5833
About the Program

Project SEARCH is an unpaid internship program that trains high school students from Pima County who have a significant disability and are committed to seeking competitive employment in the community. This nine-month school-to-work program model features total immersion in a business setting through a series of three rotations (10-12 weeks) in various departments within a host business. It also includes instructional time for reinforcement of employment skills and career exploration opportunities — all while providing on-site job coaching and accommodations design, as needed, to support the goal of independence.

Students participate in the program through the Pima County Joint Technology Education District (Pima JTED) and are dually enrolled with Pima JTED and their home district during the program year.

Host Businesses:
- Banner UMC— South Campus
  2800 E. Ajo Way, Tucson
- University of Arizona
  1224 E. Lowell Street, Tucson

Program Capacity:
- 12 interns
- 16 interns

Daily Schedule:
- 8:00am – 9:00am  Employability Skills Class
- 9:00am – 11:30am  Internship Rotation
- 11:30am – 12:00pm Lunch
- 12:00pm – 2:00pm  Internship Rotation
- 2:00pm – 3:00pm  Academics/Wrap Up & Review

A prospective intern MUST:

- Be a high school student from Pima County who has an Individualized Education Plan (IEP), is between 18 to 21 years of age, is nearing high school graduation, and agrees to exit educationally relevant related services.
- Have a strong desire and commitment to work competitively at the end of the program.
- Commit to 100% attendance.
- Have a goal to work at least 20 hours per week after program completion.
- Have the ability to meet host business clearance requirements.
- Be willing to utilize and train for public transportation to access Project SEARCH and future competitive employment.
  
  Program does not provide transportation; incoming interns agree to exit transportation services provided by their home district.
Participant Selection/Eligibility Criteria (continued)

Be able to maintain appropriate behavior, hygiene, and social skills in the workplace without immediate supervision. *Interns are supported in their rotations by instructors, job coaches, and mentors. However, the expectation is that support fades as interns gain skills and confidence within a rotation. A young adult requiring one-on-one support would not be a candidate for this program.*

Be able to communicate effectively (may be other than verbal) and take direction from a supervisor.

Have a significant barrier to competitive employment.

*This program serves individuals with a range of abilities. Selection is not based on an education label or diagnosis. Rather, the selection committee endeavors to develop a cohort that is diverse in its abilities and other traits such as ethnicity, gender, cultural background, and the like.*

The goal of this process is to select applicants who are likely to be successful in the program at the end of which they will have training, experience, and skills necessary to become competitively employed.

If selected, candidates are required to comply with the following upon acceptance:

- Sign and submit *Project Search Intern Contract/Project Search Intern and Support Person Agreement* (links to online documents are included with notice of selection)
- Work with the Individualized Education Plan (IEP) team to revise IEP for the 2019/2020 school year
- Enroll with home district for the 2019/2020 school year
- Enroll with Pima JTED for the 2019/2020 school year – requirements:
  - *Pima JTED Application* (includes AZ Proof of Residency)
  - [http://web.pimajted.org/projectsearch/application/pima-county-jted-application](http://web.pimajted.org/projectsearch/application/pima-county-jted-application)
  - Submit current Individualized Education Plan (IEP) and Course Transcript
  - Contact Kara Matthews for questions related to JTED enrollment: 520-352-5833 or kmatthews@pimajted.org.

**BUMC—South Campus Program ONLY:**
Prior to program start date, incoming interns MUST sign and submit *Banner Health Confidentiality Agreement* and *Banner Health Screening Form* (program will provide documents during Meet and Greet in May 2019) AND provide the following documentation:

- **Measles, Mumps and Rubella:** evidence of immunity is required in the form of two (2) documented MMR vaccinations or antibody titers (positive IgG) for measles, mumps, rubella
- **Chicken Pox:** evidence of immunity is required in the form of two (2) documented Varivax (varicella) vaccinations, 1 Zostavax (shingles) vaccination, or antibody titers (positive IgG) for varicella
- **TB Screening:** a negative TB test or a TB Questionnaire (plus initial chest x-ray) within the last 12 months (*Banner Health provides TB tests to incoming interns*).

**University of Arizona Program ONLY:**
Cat Card – Interns are responsible for a $25.00 fee to receive their UA Cat Card. A Cat Card is required as proof of being an associate on the University of Arizona campus and provides access to various campus facilities and events. In addition to the fee, interns must provide a government or state issued photo identification card (e.g., driver's license, state ID card, or passport) when applying for a Cat Card; program staff assist interns with this process upon completion of registration during the initial program week (orientation).