NYC Public Schools | Division of Inclusive & Accessible Learning

Transition and College Access Centers (TCACs) SY2025-26

Work Based Learning: Internships, Employment, a Trainings

TCAC Vision Statement



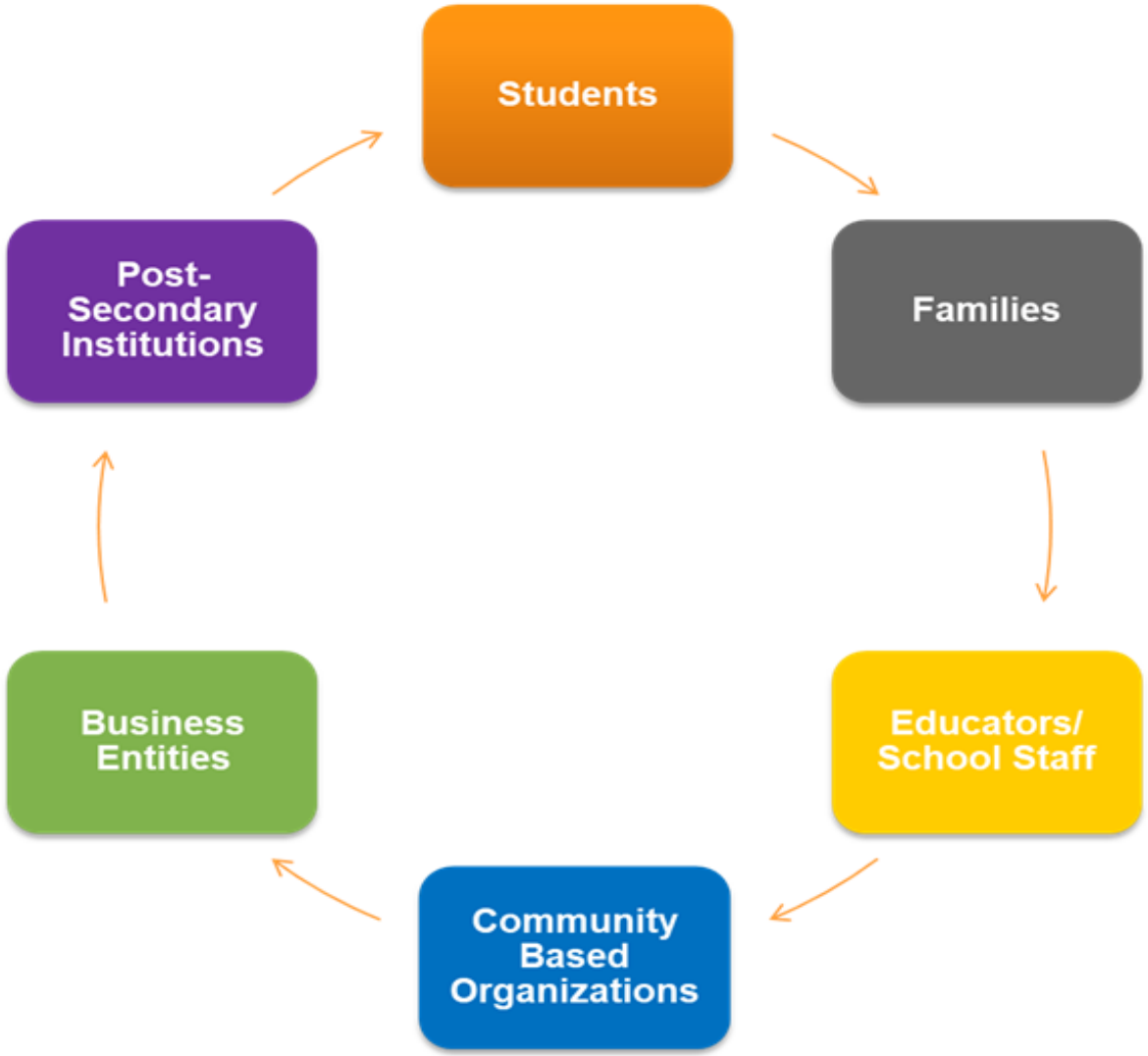
The Transition and College Access Centers support schools and families by facilitating a seamless transition for students from school to adult life.

All students are provided with experiences that foster their academic, social-emotional and vocational growth and excellence, facilitating multiple pathways to graduation and success after high school.

Our Goals and Our Work

- Provide **work-based learning** and other **vocational opportunities** by working with community-based organizations (CBOs), schools and local businesses
- Provide **access to college and career learning experiences** that will support attainment or graduation/diploma requirements and credential options
- Engage families in the transition planning process through **family-centered workshops and information sessions**
- Develop and lead ongoing **professional development** for staff in the areas of college and career readiness and transition planning services
- Provide students with **Pre-Employment Transition Services** and **access to city and state agencies** to support Independent Living
- Provide students with **travel training support** and options

Stakeholders



TCAC Work-Based Learning Programs



- **TOP** – Training Opportunities Program
- **PreETS** – Pre-Employment Transition Services
- **SYEP** – Summer Youth Employment Program
- **WLG** – Work Learn Grow

What is Work-based Learning?

- Activities which create relationships between employers and schools, to provide structured learning experiences for students.

Workplace Experiences + **Classroom Experiences**

- Includes career awareness and exploration to career development and application.

- Focuses on helping students to develop transferable skills for postsecondary education and the workplace.

Pre-Employment Transition Services (Pre-ETS)

Pre-ETS is designed to address the career development needs of students with disabilities



There are 5 categories of PreETS provided year-round by NYC Public Schools in partnership with ACCES-VR to support students with disabilities as they transition to college, training, or employment.

Key Services:

- **Postsecondary Counseling** - Guidance on education options after high school
- **Job Exploration Counseling** - Discover career paths and job interests
- **Self-Advocacy Training** - Learn to speak up, make decisions, and navigate adult life
- **Workplace Readiness** - Develop soft skills for success in any job
- **Work-Based Learning Experiences** - Hands-on work experience to explore potential careers

Pre-Employment Transition Services (Pre-ETS)

Eligibility:

- Student must be between ages 14-21
- Must be enrolled in secondary education
- Must have a documented disability, such as an IEP
- Can not already have an open case with AccesVR



Enrollment:

- Open year-round
- Signature required (DocuSign or handwritten)
- Parent/guardian signature needed if under 18
- Submit to your borough TCAC office

Training Opportunities Program

Program Details	Selection and Enrollment

Students with IEPs have the opportunity to participate in the Training Opportunities Program (TOP), designed to support schools in providing work-based learning experiences that align to students' measurable postsecondary goals.
 	
The program will be offered in a blended-model format to ensure students can participate both via a virtual platform, or at their respective school.
	School applications will open before the student applications, and will be announced via **P Digest** & **TTL distribution list**
	
	• Seats allocated by:
	  • Demand
	  • % of students with IEPs at each school
	
	Schools may **recommend students** directly to the TCAC

Work, Learn and Grow (WLG)

WLG offers a small number of students who participated successfully in SYEP 2025 an opportunity **to earn college credit and participate in a paid internship between October and March.**

The students are selected by TCAC, based on employer evaluations, attendance, monitors' input and school's recommendations.



WLG Component	Max # of Hours
Orientation	5 Hours
CUNY Course	15 Hours
Provider-led Sessions	10 Hours
Reflection	5 Hours
Internship	215 Hours
Total	*250 Hours*

Summer Youth Employment Program (SYEP)

Placement: 1,000+ students with disabilities in paid summer jobs

Roles: customer service, event management, community building, medical research, social media, administrative support; Shadowing & Rotations across departments

Industries: Hospitality, Healthcare, Sports & Entertainment, Government, Restaurant, Retail, and more!



Pay: minimum wage

Program Duration: 6 weeks: July – Mid August

Next Application Launch: January 2027 (exact date TBD)

2026 Employers: Lincoln Center for the Arts, Con Edison, Jamaica Hospital, The Office of State Senator Jessica Ramos, NYU Langone, CVS, NYPD, Virgin Hotels, Sheraton Hotels, Brooklyn Borough President's office, YMCA, NY Presbyterian Hospital, the Beam center, NYC Parks and Recreation

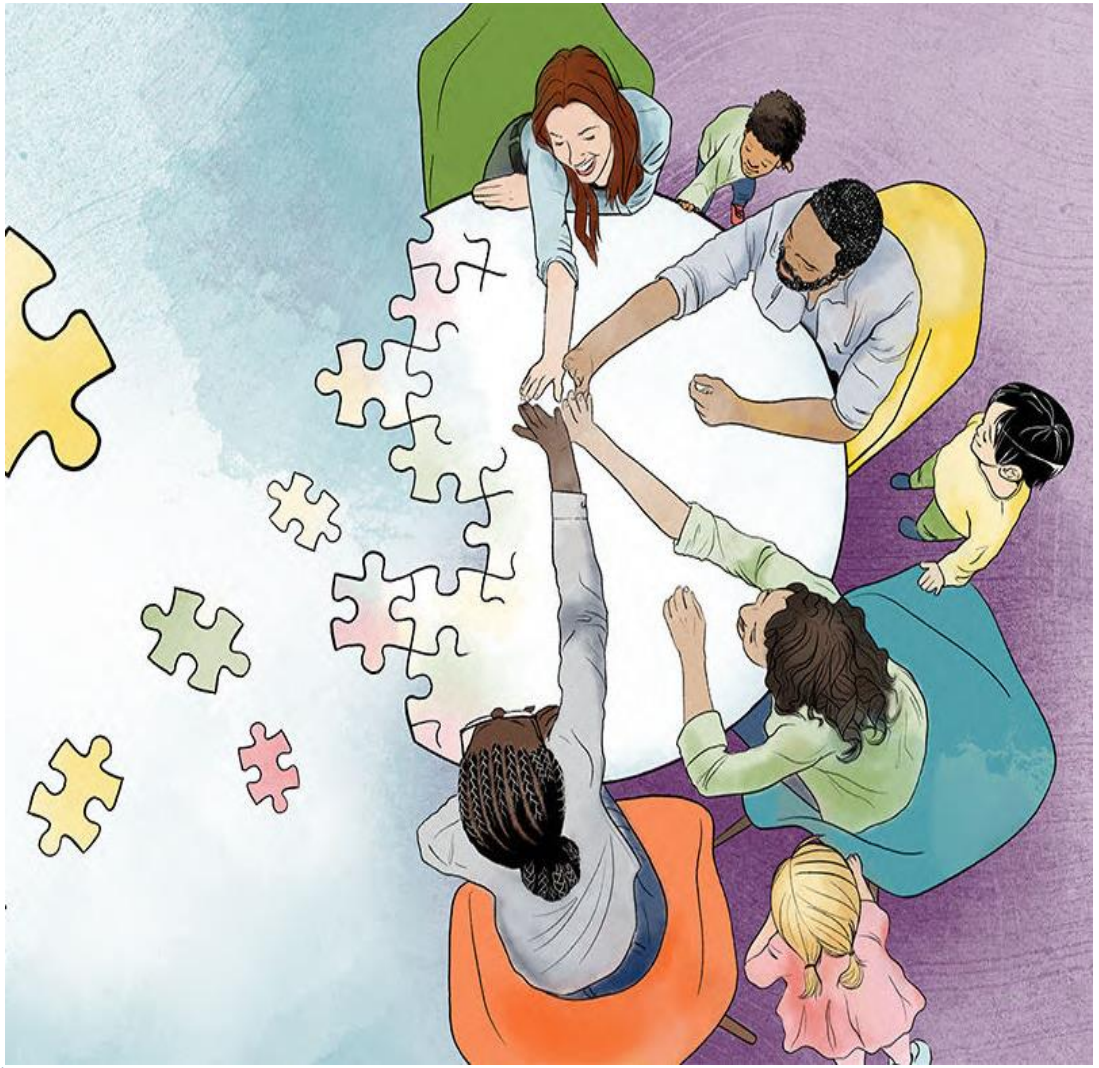
Summer Youth Employment Program (SYEP)



What We Need From You:

- Conversations with students about being committed to working during the summer
- Collect documents **before** the January launch: Passport, Birth Certificate, Social Security Card, Proof of Address, Working Papers
- Participate in consultations with TCAC on best job placements for your student.
- Encourage Pre-ETS Registration before SYEP begins

Transition Consultancies



Consultancy Meetings are designed to provide individualized supports around Transition. Families are able to receive and discuss resources tailored to their child's unique needs in areas including but not limited to:

- Vocational Training
- College Resources
- Agency Referrals
- Work Based learning
- Financial Independence
- Vocational Rehabilitation
- Guidance on eligibility requirements for adult services
- Career Paths for employment
- Housing options
- Self-Advocacy and Self-Determination
- ACCES-VR and/or OPWDD support
- Americans with Disabilities Act (ADA) education

College Access: Local Law 18 of 2023

To amend the administrative code of the city of New York, in relation to establishing a program to provide transition services for students with disabilities entering higher education



NYCPS developed a system to facilitate electronic sharing of information between NYCPS and Institutions of Higher Education (IHEs), including:

- Updated NYCPS *Records Request Form* to streamline requests for special education documents from former students
- Updated *College Accommodations Letter* in SESIS to include opt-in consent for parents and students (if age 18)
- This helps ensure IHEs have necessary documentation to determine eligibility for accommodations.

TCAC's Postsecondary Engagement Managers (PEMs) in the capacity of student advocates will support students by facilitating one-on-one introductions to different college offices of disability or accessibility and available programs.

TCAC will provide information/resources to students and their families on obtaining accommodations at higher education institutions.

TCACs also offer college campus tours and provide workshops to families, schools and students on the college application process, FAFSA, self-advocacy and self-determination, which can have a profound positive impact on students with disabilities entering their college of choice.

CTE- Career and Technical Education

- New York City has over 130 Career and Technical Education (CTE) high schools and nearly 300 CTE programs, focusing on areas like STEM, healthcare, and media. There are over 65,000 participating students!
- CTE students take industry-specific courses, work-based learning opportunities and certifications in order to be better prepared for their next steps after high school.
- CTE...
  - Provides students with industry-specific curricula, work-based learning opportunities, certifications and partnerships with industry mentors, colleges and training programs
  - Bridges education with real-world experiences and empowers students to make informed post-secondary choices
  - Cultivates an inclusive workforce pipeline in New York City to sustain its local economy
  - Embraces innovation and transformation through its rigorous process of updating curricula and upskilling educators
  - Successfully demonstrates collaboration between education, workforce and economic development
- All current CTE programs offer high-tech and modernized programs aligned to labor market demand, with robust industry partnerships allowing students to master core academic subjects while gaining work-based learning experience outside of the classroom.

NYCCTE
New York City Career and Technical Education

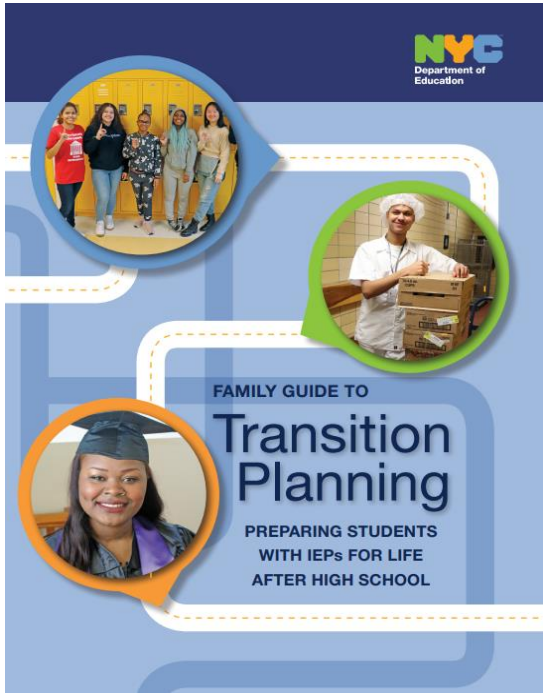
Future Ready NYC

- FutureReadyNYC (FRNYC) is a reimagined high school experience where students learn important job skills, get paid work experience, earn early college credit, and get certificates for jobs that pay well and are in demand. This helps them plan for a bright future with good careers.
- FRNYC focuses on five main areas to help students explore and prepare for exciting jobs. Students who participate in FRNYC agree to take part in all five parts:
  - **Personalized Advising:** students work with a trained advisor to create their own career plan.
  - **Career-Connected Instruction:** Freshmen start learning about careers in 9th grade and continue with hands-on classes until 12th grade. This helps them get ready for high-paying jobs.
  - **Early College Credits & Valuable Credentials:** students can earn college credits and work towards important job certificates.
  - **Work-Based Learning:** students get career preparation training and paid experience to learn how to use their skills and meet new people in their future careers.
  - **Financial Literacy:** Students learn how to manage money and make good financial choices to be secure in their lives.

FUTURE READY NYC

Tools & Resources

Ask and Share Guides

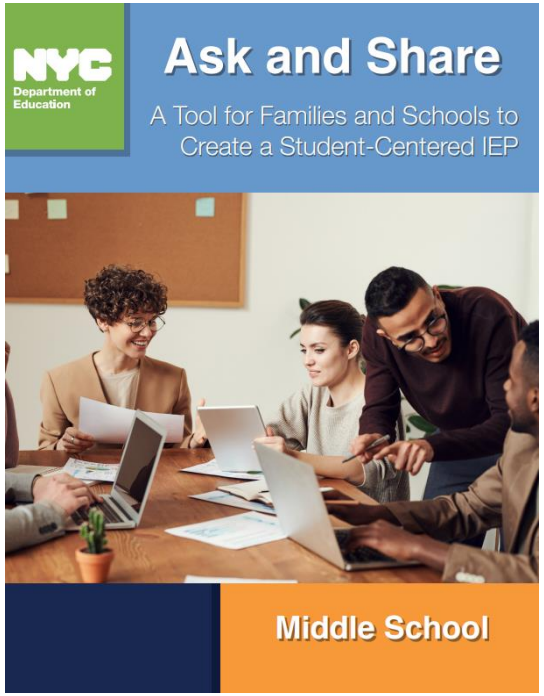


Elementary School

Middle School

High School

Transition Planning Guide for Families



College Planning Guide

For High School Students w/IEPs or 504 Plans

Know Your Rights

- Key differences between legal rights in high school versus college

Preparation for College While in High School

- Building key skills for college—and beyond

Applying to College

- College degrees, training options, and certificate programs

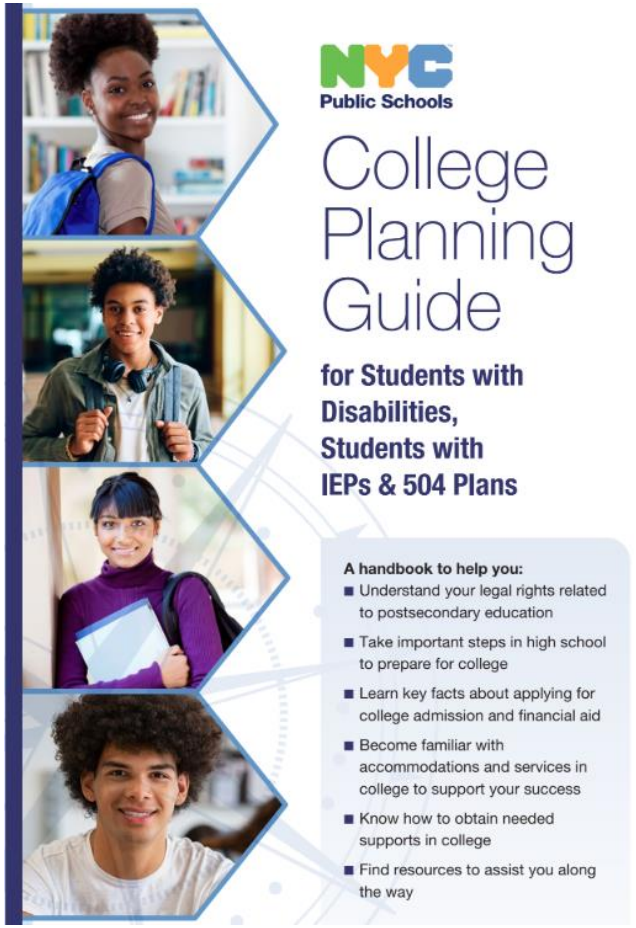
Paying for College

- Financial aid, careful budgeting and consideration of alternative education paths (community college or cost-effective options)

Accommodations in College

- Understanding available support services and communicating needs to the appropriate campus offices

…& additional relevant resources



Transition and College Access Centers

Bronx Transition & College Access Center
DeWitt Clinton High School
100 W. Mosholu Parkway S., Room 150
Bronx, NY 10468
Email: bxtcac@schools.nyc.gov
https://sites.google.com/schools.nyc.gov/thebronxtcac/home
Phone: (718) 581-2250

Brooklyn Transition & College Access Center
Boys & Girls High School
1700 Fulton Street, Room G 170
Brooklyn, NY 11213
Email: bklyntcac@schools.nyc.gov
https://sites.google.com/view/brooklyntcac/home
Phone: (718) 804-6790

Manhattan Transition & College Access Center
269 West 35th Street, 7th Floor - Room 702
New York, NY 10018
Email: mntcac@schools.nyc.gov
https://sites.google.com/view/mntcac/home
Phone: (212) 609-8491

Queens Transition & College Access Center
90-27 Sutphin Blvd., Room 152
Queens, NY 11435
Email: qnstcac@schools.nyc.gov
https://sites.google.com/view/queens-tcac/home?authuser=0
Phone: (718) 557-2782

Staten Island Transition & College Access Center
365 Bay St, Room 200
Staten Island, NY 10301
Email: sitcac@schools.nyc.gov
https://sites.google.com/view/statenislandtcac/home
Phone: (718) 420-5723