



# ADULT CAREER & CONTINUING EDUCATION SERVICES - VOCATIONAL REHABILITATION (ACCES-VR)

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## Application Process

Every school has an ACCES-VR liaison. If possible, connect with your liaison during the transition process at least one year before leaving high school.

Process to be placed in a job training program:

- Compile documents and fill out application
- Attend an information session
- Interview with Vocational Rehabilitation Counselor (VRC)
- Complete a Diagnostic Vocational Evaluation (DVE)
- Program placement
- Program interview

Documents that may be required for application:

- State identification (ID)
- Medical insurance card
- Individualized Education Program (IEP)
- Evaluations (psychological, psycho-social)
- Medical documentation
- Copy of high school diploma/credential
- High school transcript
- Resume (if one has been made)
- Copy of social security card
- Proof of address and income

## Who Can Help

### Borough-Based ACCES-VR Offices

116 W 32nd Street, 6th Floor  
**New York**, NY 10001  
(212) 630-2300; TTY (212) 630-2314

55 Hanson Place, 2nd Floor  
**Brooklyn**, NY 11217  
(718) 722-6701; TTY (718) 722-6736

163 W 125th Street, Room 713  
**New York**, NY 10027

11-15 47th Avenue  
**Long Island City**, NY 11101  
(347) 510-3100

1215 Zerega Avenue  
**Bronx**, NY 10462  
(718) 931-3500

2071 Clove Road, Suite 302  
**Staten Island**, NY 10304  
(718) 816-4800; TTY (718) 556-1752

If you disagree with an ACCES-VR decision, you can appeal through a mediation center: [bit.ly/DPrights](https://bit.ly/DPrights)