***VIP*** of *Chicago*

The Division of Rehabilitation Services (DRS) is sponsoring a multi-component Pilot Project at the Illinois Center for Rehabilitation and Education – Roosevelt. The Vocational/Business Incubator Program of Chicago **(VIP)** is designed to serve DRS customers ages 18-26 that have completed their high school diploma. The ***VIP*** of *Chicago* components are *Business Intensive*, *Vocational Training*, and *Business Incubator*.

**Business Intensive:** The customers in the short-term ***Business Intensive*** program will spend time learning a variety of business structures, the elements of a business plan, and a chance to meet business owners. Another part of the customers’ training will consist of an opportunity to briefly experience the ***VIP*** vocational training programs. By the end of the ***Business Intensive***, the customers should be able to make a more informed decision as to whether to pursue business ownership, more advanced training, choose employment or pursue other opportunities outside of ICRE-R. Each customer will leave with a *Customer Performance Summary* designed to give meaningful information to both the customer and the DRS Counselor.

**Vocational Training**: This program allows customers to participate in specialized vocational training in the following program areas: Business Planning, Business Software, Computerized Embroidery, Customer Service and Retail Operations, Graphic Design and Heat Press Operations. The ***Vocational Training*** program provides customers the opportunity to learn vocational skills and business strategies to improve self-employment options. **Business Planning** is required for customers pursuing business ownership in the ***VIP Business Incubator***. **Business Software** includes *Word*, *PowerPoint*, *Excel*, *Prezi* and *Google* organizational tools. **Computerized Embroidery** trains the customer in custom embroidery designs that may be used in retail or in small business. **Customer Service and Retail Training** provides customers training in all the modern retail systems; *Point of Sale (POS), Inventory, Shipping* and *Customer Service*. **Graphic Design** includes *Photoshop, InDesign, and Illustrator*. **Heat Press Operation** provides training in how to apply designs to multiple surfaces, using various equipment and techniques.

**Business Incubator:** The Business Incubator allows DRS customers with a Business Plan (approved by the DRS Counselor) to have space and support services that are necessary to get a business “off the ground.” The goal of this program is to give new business owners the best opportunities for success by providing them with office space and an array of business services, i.e., mentorship, clerical, phone, copying, fax, etc. We will also provide assistance with bookkeeping and other activities that oftentimes overwhelm the business start-up process. Continuing education seminars will also be offered to our customers.

For more information please contact: Admissions, at 312 433-3125 or email, at [Susan.Devitt@illinois.gov.](file:///C%3A%5CUsers%5CBerwin.Williams%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CAWJ8JB3D%5CSusan.Devitt%40illinois.gov)

*Rev. 9-2-14*