**PA OVR Estimated Timeline for Application Process**

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| **Application,** <https://www.employment.pa.gov/Pages/default.aspx>   1. Select Internship Tab 2. In Search Box-Type-Vocational Rehabilitation Counselor-Intern 3. Click the VRC Intern Hyperlink-Job Description will upload 4. Click Apply (Green Button) 5. A sign-in screen will “pop-up”-Click Create Account 6. Type in all information to create a profile | 20-25 minutes to complete (if you have all documentation) |
| **Receive Test Score (or Correspondence from HR)** | (4 days to 3 weeks) |
| **Critical- Intern Postings**   * Candidates are responsible to keep track of the vacancy posting for the district office(s) of their choice, which is the **Commonwealth of PA Job Opportunities located on the website**. Candidates must be logged in to view this. | Depends on the district office posting  Candidates **must apply to each district** office vacancy posting of their choice, to be consider for an interview, if applicable |
| **Interview**  (Please understand that there are more candidates being interviewed during this time.) | 2 to 3 weeks |
| **Conditional Job Offer (COE)**  (only recommended candidates) | 3 to 4 weeks |
| **Clearances**  (FBI, Child Clearances, and Criminal Background. Clearances must be completed in a timely manner. You will receive a correspondence from HR with instructions on how to obtain your clearances. You do not pay for your own clearances) | In-State 2 to 3 weeks  Out of State 4 to 6 weeks |
| **Official Job Offer**  (This offer will only be given to recommended candidates who has received an COE and completed all clearances. Once an official job offer is given, you and the district administrator will agree on a start date) | 3 to 4 weeks |