

**REQUIREMENTS FOR
REGISTERED WORK-BASED LEARNING PROGRAMS**

This guideline is used as a checklist of the necessary tasks for completing a Work Experience Program.

Before Experience

✓	Student	✓	Business/Mentor	✓	Work-Based Learning Coordinator
	Obtain Working Papers		Prepare employment paperwork and collect working papers		Visit worksite
	Take home and have parent/guardian complete <i>Emergency Medical Treatment Authorization Form</i>		Ensure student is added to worker's compensation insurance		Notify CTE teacher & school administration of WBL experience & schedule
	Meet to complete <i>Training Plan</i> & sign		Meet to complete <i>Training Plan</i> & sign		Meet to complete <i>Training Plan</i> & sign
	Read and sign <i>Memorandum Of Agreement</i>		Read and sign <i>Memorandum Of Agreement</i>		Read and sign <i>Memorandum Of Agreement</i>
	Interview with business		Interview student		Review all documents for completion
	Make transportation arrangements				

During Experience

✓	Student	✓	Business/Mentor	✓	Work-Based Learning Coordinator
	Complete <i>Daily Log/Attendance Report</i>		Sign off on <i>Daily Log/Attendance Report</i>		Regular communication with mentor
	Attend and abide by safety/workplace orientation		Provide Safety/Workplace Orientation		Visit worksite during experience
	Review and work towards completing tasks		Clearly communicate tasks for students		

After Experience

✓	Student	✓	Business/Mentor	✓	Work-Based Learning Coordinator
	Review <i>Student Final Evaluation</i> with mentor		Complete <i>Student Final Evaluation</i> and review with student		Collect <i>Student Final Evaluation</i>
	Complete <i>Student Evaluation of Work-Based Learning Experience</i> and give to coordinator		Submit <i>Student Final Evaluation</i> to coordinator		Collect <i>Student Evaluation of Work-Based Learning Experience</i>
	Thank you letter to mentor				Enter hours and documentation into CDOS Tracking System
					Contact school Guidance Counselor to verify internship course credit