

GETTING CREDIT FOR YOUR JOB

To meet the requirements of COE, Internships or Work Experience you must complete the following steps:

REQUIREMENTS FOR A JOB TO QUALIFY

- Your employer must be paying you by check
- Payroll taxes must be withdrawn from your paycheck
- Your employer must carry Worker's Compensation and General Liability insurance
- Your employer must follow State and Federal Labor Laws



IF YOU HAVE A JOB THAT YOU WISH TO GET CREDIT FOR

1. **Pick-up** a blue *ROUGH DRAFT TRAINING AGREEMENT* form from the COE Office
2. **Complete** all the required information that is asked for
3. **Return** the *ROUGH DRAFT* form to the COE Office for approval and processing (24 Hr turn around time)
4. **Pick up** your typed *TRAINING AGREEMENT, POLICIES AND GUIDELINES, SAFETY* and other important information from the COE Office (folder)
5. **Obtain** the necessary signatures from employer and parent on all forms
6. **Return** the completed *TRAINING AGREEMENT, POLICIES AND GUIDELINES and SAFETY* forms to the COE Office after you have signed them.
7. Once all required documents are turned in to the COE Office a form will be **submitted** to your counselor for you to be added to one of the Work-based Learning programs.
8. **Visit** your counselor to make any schedule changes
9. **TURN IN YOUR SIGNED HOURS WORKSHEETS AT THE END OF EACH MONTH!**
Failure to turn your hours worksheets will result in loss of credit.

IF YOU ARE NOT EMPLOYED AT THIS TIME

1. **Complete** a *JOB INTEREST INFORMATION* form (yellow)
2. **Return** to the COE Office on a *daily* basis to check on job possibilities or opportunities
3. **Continue** to look for jobs on your own (newspaper, friends, family, phone, store visits, other)
4. You will not be added to a work program until you are employed

CREDIT OPTIONS

COE (1.0 credit per semester)

1. You must be currently enrolled in a course related to your job
 - a. Auto Service Tech, Business Applications, Marketing, Hospitality Today, Homebuilding, Voc. Graphics, Health Science Tech and Cosmetology
2. Work at least 10 hours per week (average)

WORK EXPERIENCE (0.5) credit per semester

1. You must work at least 10 hours per week
2. No required course is necessary

INTERNSHIP (0.5) credit per semester

1. Your job must be career related. It can be a volunteer position.
2. You must work at least 5 hours per week for the semester.

The Training Agreement takes the place of a Work Permit. Work Permits are required for all minors who work and must be completed and on file with the local school before legal employment begins. All students who work must have a current work permit until they are 18 years old or a high school graduate.

Questions?? Stop by the COE Office (room 6158) or call 994-2077.