



# Work-Based Learning Quick Response Guide

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Part 02 – Registered WBL Program

Questions	Response
Which work-based learning certification will you be obtaining after completing the two required courses?	Coordinator of Work-based Learning  Programs for Career Development - #8982
Which two or four registered Work-based Learning Programs will you be able to coordinate with this new certification?	Career & Technical Education Cooperative Work Experience Program (CO-OP)
Which non registered Work-based Learning Programs will you be able to coordinate?	Job Shadowing Community Service/Volunteering/Service Learning Service Learning Senior Project School Based Enterprise Career Fair Career Focused Field Trips Entrepreneurship
What learning standards should a quality work-based learning program address?	Career Development & Occupational Studies (CDOS)  Common Core State Standards (CCSS)
What about records, working papers and social security numbers?	<ul style="list-style-type: none"> <li>• Records:               <ul style="list-style-type: none"> <li>○ Memorandums of agreement, training plans, parent/guardian permission forms, student's time sheets and work summaries, and similar work based learning records: six (6) years from when the student graduates or would have normally graduated from school</li> <li>○ Student journals: one (1) year after the end of the school year</li> <li>○ Copy of Employment Certificates (working papers): zero (0) years after student attains age 21</li> </ul> </li> <li>• Working Papers &amp; Social Security Numbers               <ul style="list-style-type: none"> <li>○ SS #s are not required for minors</li> </ul> </li> </ul>