

**Connecticut Technical Education and Career System
Work-Based Learning Plan and Agreement**

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|--|--------------|---------------|
| STUDENT INFORMATION (PLEASE PRINT OR TYPE) | | |
| Student Name | DOB | |
| Street Address | | |
| City, State, Zip | | |
| Phone Number and Email Address | | |
| Student Signature: | | |
| PARENT INFORMATION (PLEASE PRINT OR TYPE) (must be completed for all minors) | | |
| Parent Name | Date | |
| Phone Number and Email Address | | |
| As a parent I am allowing my child to work during a global pandemic as a part of a work based learning program. I understand that my child is responsible to follow established workplace industry standards as well as public health protocols | | |
| Parent Signature: | | |
| SCHOOL INFORMATION (PLEASE PRINT OR TYPE) | | |
| School Name | | |
| Street Address | | |
| City, State, Zip | | |
| Department Head Name | Trade | |
| Department Head Phone Number and Email Address | | |
| Department Head Signature | Date | |
| Work Based Learning Coordinator Name | | |
| Work Based Learning Coordinator Phone Number and Email Address | | |
| Work Based Learning Coordinator Signature | Date | |
| WORK SITE INFORMATION (PLEASE PRINT OR TYPE) | | |
| Work Site Name | | |
| Street Address | | |
| City, State, Zip | | |
| Mentor Name | Phone Number | Email |
| I have read and certify that our company will follow the guidelines set forth by the CT Department of Economic and Community Development as a part of the Sector Rules for the Reopen. https://portal.ct.gov/Coronavirus | | |
| Employer/Mentor Signature | Date | |
| State Date | End Date | Starting Wage |

| Career Learning Tasks | Competency/Source |
|-----------------------|-------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |

This LED 75-1 form has been developed in accordance with provisions of section 31-23 of the Connecticut Statutes allowing minor student learners (**16 and 17 years of age**) to be placed in paid, credit-bearing, mentored workplace learning opportunities within potentially hazardous occupations. Only State Department of Education (SDE) and Department of Labor (DOL) approved Career and Technical Education (CTE) work site learning programs are eligible to use the LED 75-1.

This partnership agreement outlines the basic responsibilities of the student, parent/guardian, worksite & education/community institution in the delivery of this individuals work based learning experience. All responsible parties should read this document carefully and indicate their understanding by signing.

All Parties agree to:

- Understand and comply with all federal and state regulations regarding employment, safety, worker’s compensation, child labor laws, minimum wage, and other applicable regulations pertaining to employment of a student/youth;
- Engage the student in the development of an on-going, individual Education and Career Development Plan that reflects the interests, aptitudes and abilities of the student;
- Support the policies of the school/agency relative to attendance and behavior;
- Support all rules and regulations of the cooperative business;
- Participate in the periodic assessment of student progress on the job and achievement of appropriate recognition (grades, credits and/or awards);
- Ensure that related classroom/program requirements have been met and appropriate work records maintained;
- Inform all parties in the case of illness, personal emergencies or possible layoff; dismissal from the worksite placement;
- Prepare, maintain and make available all necessary records required for the Commissioners of Education and Labor and their agents; and
- Inform all parties of work-based learning schedules.
- Employment of a student/youth;
- CTECS reserves the right to conduct background checks on employers and mentors who may have direct contact with students.
- All parties will follow guidelines set forth by the CT Department of Economic and Community Development as a part of sector rules for Reopen CT as related to the Coronavirus.

| APPROVAL SIGNATURES: | |
|-----------------------------------|------|
| Administrator Signature | Date |
| Department of Education Signature | Date |
| Department of Labor Signature | Date |