

**Connecticut Technical Education and Career System
 Work-based Learning – Student Procedures and Tasks Checklist**

The following instructions were developed to help you, the student, successfully complete the process for obtaining a WBL placement. The process to secure a Work Based Learning position can take up to four weeks and depends on how efficient you are at having your paperwork completed and returned with all the proper signatures.

Student Tasks at Home and School	
<input type="checkbox"/>	Talk with your parent/guardian about your options and availability of reliable transportation to get to a work site.
<input type="checkbox"/>	Talk with your Department Head and/or Trade Instructor to identify an available work site.
<input type="checkbox"/>	Confirm you have a position with the employer.
<input type="checkbox"/>	Complete the WBL-3-Information Sheet (provided by your WBL coordinator) with the basic information regarding the position. CTECS WBL paper work can not be completed without this information. If possible, obtain a business card from your potential employer.
<input type="checkbox"/>	Return the WBL-3 Information Sheet to your WBL Coordinator.
<input type="checkbox"/>	Once your WBL Coordinator completes necessary form, get proper signatures on the LED 75-1 Work-based Learning Plan and Agreement form.
<input type="checkbox"/>	Obtain the WBL Manual and packet obtaining all the information and procedures necessary to begin a WBL position from your WBL Coordinator.
<input type="checkbox"/>	Read the entire WBL manual and packet. You must be familiar with all CTECS WBL policies and procedures.
<input type="checkbox"/>	Once the Information Sheet has been turned, complete the WBL-1 Student Eligibility Form – Meet with your School Counselor to complete.
Student Tasks from the Work-site	
<input type="checkbox"/>	From your WBL work-site, obtain the following: _____ Copy of the company’s Worker’s Compensation Insurance. _____ Copy of pre-apprenticeship card (for licensed trades)
<input type="checkbox"/>	Return ongoing WBL-4 forms to your trade instructor at the end of every shop cycle.

Getting the proper paperwork completed is the responsibility of the student. Incomplete forms will hold up the process of finalizing a Work Based Learning opportunity.