

Checklist for Work-based Learning Experience

Student Learner Name

Employer / Worksite

Work-Based Mentor / Supervisor

Student Learner

- Work-based Education Application
- Resume (current)
- Copy of EDP
- Copy of Transcript
- Training Agreement and Plan
- Code of Conduct
- Drive Permission Form
(if providing own transportation)
- Time Records
- Name Tag

Parent/Guardian

- Approval on Application
- Approval on Training Agreement
- Approval for Transportation / Driving

Instructor:

- Initial Visit with Employer
- Safety Training Verification &
Documentation
- Training Plan Duties and Tasks
- 9-week Visitation Schedule / Log
- Inspection of Work Station
- Transportation Arrangements
(Requested and Approved)
- Request for Training Agreement

High School Principal, Designee/Counselor

- Approval on Student Application
- Copy of EDP
- Copy of Transcript
- Approval on Training Agreement and Plan