



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Superintendents of Schools
Career and Technical Education – Cooperative Work Education Coordinators

FROM: Marion H. Martinez, Ed. D., Associate Commissioner *MHM*
Division of Teaching, Learning and Instructional Leadership

DATE: May 12, 2010

SUBJECT: Application for Cooperative Work Education (CWE) Programs – 2010-2011

Enclosed please find the Cooperative Work Education (CWE) Application for the 2010-2011 program year. Completed applications for each school and program are due back to our office on or before **Tuesday, June 1, 2010**.

State-approved CWE programs allow students to be placed in worksite learning settings and attain credit towards graduation. In addition, CWE students under the age of 18 are permitted to work in potentially hazardous occupations with joint approval from the Connecticut State Departments of Education and Labor; therefore, lessening the school district's risk of liability.

To facilitate and expedite the review and approval of your district's 2010-2011 CWE programs, including Medical Careers programs, **please complete a separate set of the enclosed forms for each instructional program that includes a CWE component.**

CWE programs **approved under this application are effective for the school year beginning July 1, 2010 through June 30, 2011.** Approval for CWE Medical Careers programs must also include a copy of a current letter of approval from the Connecticut State Department of Public Health. **CWE applications should be sent to:**

Dr. Diane Ross Gary, CWE Program Manager
Connecticut State Department of Education
165 Capitol Avenue, Room 363
Hartford, CT 06106
Phone: 860-713-6593 - Fax: 860-713-7049
E-mail: diane.ross.gary@ct.gov

Thank you for your cooperation.

MHM: drg

cc: Mark K. McQuillan, Commissioner of Education
Dr. Diane Ross Gary, CWE Program Manager, Bureau of Teaching and Learning

Enclosures

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
Career and Technical Education (CTE)**

**Cooperative Work Education Application Packet for
Career and Technical Education Programs
2010-2011**

Due: June 1, 2010

Division of Teaching, Learning and Instructional Leadership

**Bureau of Teaching and Learning
Hartford, CT 06106
Overview and Instructions to complete the Cooperative Work Education
Application Packet**

I. Who should complete these forms?

The Connecticut State Department of Education (CSDE) has developed this application to be completed by each Cooperative Work Education (CWE) teacher/coordinator, within the seven program areas of Career and Technical Education (CTE): Agricultural Science and Technology Education, Business and Finance Technology Education, Cooperative Work Education, Family and Consumer Sciences, Marketing Education, Medical Careers and Technology Education.

II. Purpose:

- **CWE Program Approval Process:** This application provides information to determine whether or not CWE programs meet the criteria for state approval, including the CWE requirement. CWE state approval can reduce the risk of liability for school districts.
- **Structured Work-Based Learning Components:** The application provides information on various components of structured CWE opportunities implemented throughout the state.
- **CWE Database:** The application provides data regarding the varied CWE activities going on throughout the state in all CTE areas. This information provides a database of instructors and programs that the state can use to communicate legislative updates, technical assistance regarding youth safety and liability issues and other professional development activities.

III. Goals of CWE are to:

- raise the academic, career and technical education achievement of Connecticut students;
- provide classroom instruction related to career pathways;
- provide structured cooperative work experiences in varying degrees as described in this document; and
- prepare students for postsecondary education and the world of work.

IV. Why become a state-approved CWE program?

- CWE is a long-standing work experience program that has sustained work-based learning activities in all aspects of the industry that are legislated for all CTE students under the Carl D. Perkins Act.
- Both the CSDE and Department of Labor (DOL) approval of CTE/CWE program initiatives is necessary to utilize the LED-75 Employment of Minors Form for students engaged in paid work-based learning experiences in potentially hazardous occupations. The CTE/CWE annual approval numbers assigned from the CSDE are required to use the LED-75. Completed LED-75 forms, accompanied by a written work plan, are first mailed to Judith Andrews, Work-based Learning Consultant, at the CSDE for review. The CSDE then forwards the LED-75 form to DOL for final approval, which allows for placement of minor students in hazardous occupations. The current revised LED-75 form will be mailed, along with CSDE approval letters in September 2010. The LED-75 form is also available on the SDE Web site at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320798>.

LED-75 forms should be sent to:

Judith Andrews
Work-based Learning Program Manager
Connecticut State Department of Education
165 Capitol Avenue, Room 363
Hartford, CT 06106
Phone: 860-713-6766 – Fax: 860-713-7049
E-mail: judith.andrews@ct.gov

V. Criteria for approval of CWE/Diversified occupations:

- Teachers must hold CWE Endorsement #104.
- The classroom component must be at least a half year of instruction, equaling at least a half credit.
- There must be a one credit structured workplace learning experience with a training agreement and work plan.
- Students must receive training in “Work Safe!” prior to worksite experience.
- The work-based learning experience must be **teacher-monitored** and **employer-mentored**.
- Students must be paid by the employer.

VI. Criteria for approval of CWE programs in each of these areas:

Agricultural Science and Technology Education, Business and Finance Technology Education, Family and Consumer Sciences, Marketing Education, Medical Careers and Technology Education:

- Students must be enrolled in classroom instruction in one of the areas indicated above.
- Teachers must place students in paid, structured work-based learning with a training agreement and structured work plan specifically related to their area of instruction.
- **Teachers must monitor students at the work place.**
- **The employer must provide a mentor.**
- Students may receive one to two credits per requirement as established by the local district.
- Students must be paid by the employer.
- Student must receive training in “Work Safe!” prior to worksite experience.
- In Regional Agricultural Science and Technology Education Centers, students must complete a “supervised educational experience (SAE)” in either an agriculture-specific occupation or an agriculture-related occupation each year they are enrolled in the agriculture program.

VII. Definitions of work-based learning experiences:

CWE (Co-op)/Paid Internship: A co-op/internship learning experience is a paid and supervised worksite experience, during which a student completes a planned series of activities or a set of learning objectives to obtain a broad understanding of a business or occupational area. By integrating co-op, internship activities or projects at the workplace with school-based learning, the student develops both job and academic skills. A co-op student/intern is assigned a mentor by the employer and provided with an opportunity to experience all aspects of the business.

Clinical Experience: A hands-on learning experience aligned with an instructional program that takes place in an allied health environment, such as a hospital or convalescent facility, where students are supervised by allied health professionals.

Supervised Agricultural Experience (SAE): A planned, supervised and paid work experience through which students receive systematic, organized and supervised on-the-job training related to their Agricultural Science and Technology Education instruction. The work experience program is initiated by a written cooperative arrangement between the student, the school and the employer. All students enrolled in Regional Agricultural Science and Technology Education Centers must have an SAE, in either an agriculture-specific or agriculture-related occupation.

VIII. Resource Guide:

Resource	Purpose	Distribution
LED-75 Employment of Minors in Hazardous Occupations	For use when a student (ages 16-17) is in a paid CTE work-based learning activity defined by DOL as a potentially hazardous occupation.	The CSDE distributes to approved CWE Programs; CSDE reviews and DOL approves.
Work Safe! Curriculum	A state-endorsed curriculum that provides safety awareness and hazard-mapping for students participating in structured work-based learning opportunities at approved CTE/CWE worksites.	May be obtained from the CSDE Web site.
Working Papers Manual	This manual provides information and forms necessary for issuing working papers, as well as other labor regulations.	May be obtained from the CSDE or CSDE Web site.
Bookmark of Child Labor Laws	This bookmark summarizes student labor laws.	Complete laws on the CSDE or DOL Web site.
Employment of Minors Checklist	Brochure of minor student labor restrictions.	May be obtained from DOL/CSDE.
Web sites:		
Connecticut State Department of Education		www.sde.ct.gov
State Department of Labor		www.ctdol.state.ct.us
Connecticut Business and Industry Association		www.cbia.com

IX. Contact:

CWE Applications should be sent to:

Dr. Diane Ross Gary, CWE Program Manager
 Connecticut State Department of Education
 165 Capitol Avenue, Room 363
 Hartford, CT 06106
 Phone: 860-713-6593 – Fax: 860-713-7049
 E-mail: diane.ross.gary@ct.gov

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Bureau of Teaching and Learning Career and Technical Education

Cooperative Work Education Application 2010-2011

Agricultural Science and Technology Education

The supervised agricultural experience (SAE) program provides a planned, supervised and paid work experience through which students receive systematic and organized on-the-job training related to their Agricultural Science and Technology Education instruction. All students enrolled in Grades 10-12 **must** have a work-based experience program that is substantiated by student record books. The work experience program is initiated by a written cooperative arrangement between the student, school and employer.

PLEASE PRINT

School District: _____

School Name: _____

Address: _____

Name(s) of Co-op

Instructor/Coordinator: _____

Phone Number: _____ Fax: _____

E-Mail Address: _____

Instructor's Endorsements: _____

Other Endorsements: _____

No. of classroom credits: _____ No. of worksite credits: _____ No. of required work hours: _____

Agricultural Science and Technology Education Supervised Educational Experience

Please check:

Cooperative Work Education Paid Experiences	Paid		Worksite Mentor		Teacher Monitored		Credit	
	Yes	No	Yes	No	Yes	No	Yes	No
Supervised Agricultural Experience (SAE)*								

Students are involved in career exploration/career development and have a portfolio. Yes___ No___

Teacher has release time to monitor students on the job. Yes___ No___

* Employment Partnership Agreement and structured training plans are utilized for each student and are on file. Yes___ No___

Students have completed the state's "Work Safe!" worksite safety curriculum. Yes___ No___

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Bureau of Teaching and Learning Career and Technical Education

Cooperative Work Education Application 2010-2011

Business and Finance Technology Education

Programs provide for a variety of work-based opportunities for Business and Finance Technology Education students. Through a cooperative agreement between the school and the employer, students receive academic and related instruction in school and apply learned skills to a business or finance occupation. Students will gain the knowledge of the workplace environment and make the connection between education and job success. A Business and Finance Technology Education student usually receives one credit for work experience.

PLEASE PRINT

School District: _____

School Name: _____

Address: _____

Name(s) of Co-op

Instructor/Coordinator: _____

Phone Number: _____ Fax: _____

E-Mail Address: _____

Instructor's Endorsements: _____

Other Endorsements: _____

No. of classroom credits: _____ No. of worksite credits: _____ No. of required work hours: _____

Business and Finance Cooperative Work Education Opportunities

Please check:

Cooperative Work Education Paid Experience	Paid		Worksite Mentor		Teacher Monitored		Credit	
	Yes	No	Yes	No	Yes	No	Yes	No
Structured Work Experience/Paid Internship*								

Students are involved in career exploration/career development and have a portfolio. Yes___ No___

Teacher has release time to monitor students on the job. Yes___ No___

* Employment Partnership Agreement and structured training plans are utilized for each student and are on file. Yes___ No___

Students have completed the state's "Work Safe!" worksite safety curriculum. Yes___ No___

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Bureau of Teaching and Learning Career and Technical Education

Cooperative Work Education Application 2010-2011

Cooperative Work Education

Cooperative Work Experience (CWE) is a school-business partnership that integrates school-based instruction with worksite experience. Students are supervised by the CWE coordinator working under a training agreement and a training plan developed by the coordinator and the employer. This is normally a paid experience and the recommended hours may range from 12-20 hours per week. A CWE student usually receives one credit for work experience.

PLEASE PRINT

School District: _____
 School Name: _____
 Address: _____

Name(s) of Co-op
 Instructor/Coordinator: _____
 Phone Number: _____ Fax: _____
 E-Mail Address: _____
 Instructor's Endorsements: CWE #104: Yes No

Other Endorsements: _____

No. of classroom credits: _____ No. of worksite credits: _____ No. of required work hours _____

Cooperative Work Education Opportunities

Please check:

Cooperative Work Education Experiences	Paid		Worksite Mentor		Teacher Monitored		Credit	
	Yes	No	Yes	No	Yes	No	Yes	No
Structured Work Experience/Paid Internship*								

Students are involved in career exploration/career development and have a portfolio. Yes___ No___

Teacher has release time to monitor students on the job. Yes___ No___

* Employment Partnership Agreement and structured training plans are utilized for each student and are on file. Yes___ No___

Students have completed the state's "Work Safe!" worksite safety curriculum. Yes___ No___

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Bureau of Teaching and Learning Career and Technical Education

Cooperative Work Education Application 2010-2011

Family and Consumer Sciences

Work-based experiences in Family and Consumer Sciences assist students in making the connections between school-based instruction and worksite experience. Students may work in settings such as childcare centers, restaurants, elementary schools, fabric stores, interior design agencies and retail clothing establishments. The position may be a paid or unpaid experience and must provide the student with skill attainment in all aspects of the industry.

PLEASE PRINT

School District: _____

School Name: _____

Address: _____

Name(s) of Co-op

Instructor/Coordinator: _____

Phone Number: _____ Fax: _____

E-Mail Address: _____

Teacher Endorsement #s: _____

No. of classroom credits: _____ No. of worksite credits: _____ No. of required work hours: _____

Family and Consumer Sciences Cooperative Work Education Opportunities

Please check:

Cooperative Work Education Experiences	Paid		Worksite Mentor		Teacher Monitored		Credit	
	Yes	No	Yes	No	Yes	No	Yes	No
Structured Work Experience/Paid Internship*								

Students are involved in career exploration/career development and have a portfolio. Yes___ No___

Teacher has release time to monitor students on the job. Yes___ No___

* Employment Partnership Agreement and structured training plans are utilized for each student and are on file. Yes___ No___

Students have completed the state's "Work Safe!" worksite safety curriculum. Yes___ No___

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Bureau of Teaching and Learning Career and Technical Education

Cooperative Work Education Application 2010-2011

Marketing Education

The mission of Marketing Education is to enable students to understand and apply marketing, management, and entrepreneurial principles to make rational economic decisions and to exhibit social responsibility in a global economy. A Marketing Education student usually receives one credit for work experience.

PLEASE PRINT

School District: _____

School Name: _____

Address: _____

Name(s) of Co-op

Instructor/Coordinator: _____

Phone Number: _____ Fax: _____

E-Mail Address: _____

Teacher Endorsements: _____

No. of classroom credits: _____ No. of worksite credits: _____ No. of required work hours _____

Marketing Education Cooperative Work Education Opportunities

Please check:

Cooperative Work Education Experiences	Paid		Worksite Mentor		Teacher Monitored		Credit	
	Yes	No	Yes	No	Yes	No	Yes	No
Structured Work Experience/Paid Internship*								

Students are involved in career exploration/career development and have a portfolio. Yes___ No___

Teacher has release time to monitor students on the job. Yes___ No___

* Employment Partnership Agreement and structured training plans are utilized for each student and are on file. Yes___ No___

Students have completed the state's "Work Safe!" worksite safety curriculum. Yes___ No___

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Bureau of Teaching and Learning Career and Technical Education

Cooperative Work Education Application 2010-2011

Medical Careers

Medical Careers work experience involves a competency-based approach to learning. Work experience in a clinical setting is used to augment coursework. Students participate in appropriate activities within allied health environments such as: hospitals and convalescent homes. Nursing assistant students must also complete the Competency Evaluation Review as direction in Section 19-13-D8t of the Public Health Code. Students are supervised by Medical Careers' educators and by allied health professionals with in these settings.

PLEASE PRINT

School District: _____

School Name: _____

Address: _____

Name(s) of Work-based

Instructor/Coordinator: _____

Phone Number: _____ Fax: _____

E-Mail Address: _____

Teacher Endorsements: _____

No. of classroom credits: _____ No. of worksite credits: _____ No. of required work hours: _____

Medical Careers Cooperative Work Education Opportunities

Please check:

Cooperative Work Education Experiences	Paid		Clinical Worksite Mentor		Teacher Monitored		Credit	
	Yes	No	Yes	No	Yes	No	Yes	No
Clinical								
Structured Work Experience/Internship*								

Students are involved in career exploration/career development and have a portfolio. Yes___ No___

Teacher has release time to monitor students on the job. Yes___ No___

* Employment Partnership Agreement and structured training plans are utilized for each student and are on file. Yes___ No___

Students have completed the state's "Work Safe!" worksite safety curriculum. Yes___ No___

Note: Medical Careers and/or Nurses Aide/Home Health Aide programs should also include a current letter of approval from the Department of Public Health and Addiction Services.

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Bureau of Teaching and Learning Career and Technical Education Unit

Cooperative Work Education Application 2010-2011

Technology Education

Technology Education provides students with a comprehensive performance-based program leading to technological literacy. Work-based opportunities ensure students supplement their classroom experiences by applying technological skills and knowledge in an authentic environment. Job shadowing, mentoring and internships offer Technology Education students the chance to apply classroom knowledge to a work-based setting.

PLEASE PRINT

School District: _____

School Name: _____

Address: _____

Name(s) of Co-op

Instructor/Coordinator: _____

Phone Number: _____ Fax: _____

E-Mail Address: _____

Teacher Endorsement #s: _____

No. of classroom credits _____ No. of worksite credits _____ No. of required work hours _____

Technology Education Cooperative Work Education Opportunities

Please check:

Cooperative Work Education Experiences	Paid		Worksite Mentor		Teacher Monitored		Credit	
	Yes	No	Yes	No	Yes	No	Yes	No
Structured Work Experience/Paid Internship*								
Pre-apprenticeship								

Students are involved in career exploration/career development and have a portfolio Yes___ No___

Teacher has release time to monitor students on the job Yes___ No___

* Employment Partnership Agreement and structured training plans are utilized for each student and are on file Yes___ No___

Students have completed the state's "Work Safe!" worksite safety curriculum Yes___ No___