



Career & Technical Education
Training Agreement

I agree to work with the student in the capacity of:

- Clinical/Practicum Job Shadowing School Enterprise
- Internship Mentoring On-the-Job Training

Student Name _____ School _____

EMPLOYER RESPONSIBILITIES:

- The employer agrees to place the trainee in the work specified above for the purpose of providing occupational experience of instructional value.
- The work activity will be under the supervision of a qualified supervisor.
- The work will be performed under safe and hazard-free conditions.
- The employer will adhere to all State and Federal Regulations regarding employment, Child Labor Laws, and minimum wage, and will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap.
- The employer will assist the coordinator in the preparation of a training plan.
- The employer will notify the coordinator if any problems arise, changes are necessary, or if termination seems likely.
- The employer will provide progress reports and verification of the hours worked and recorded by the Student.
- The employer will carry Workman’s Compensation Insurance on student employed.

TEACHER/COORDINATOR RESPONSIBILITIES:

- The teacher/coordinator agrees to visit each trainee at the training station no less than one time per grading period (2 times during summer programs) and will continue a close working relationship with the person to whom the trainee is responsible while on the job.
- The teacher/coordinator shall attempt to resolve any complaints through the cooperative efforts of all parties concerned.
- The teacher/coordinator will communicate with the trainee's parents or guardian prior to work- based placement and during the school year.
- The Training Agreement will be kept on file for three (3) years at the school.

PARENT/GUARDIAN RESPONSIBILITIES:

- The parent or guardian agrees that the trainee may participate in Work-Based Education Training as provided by the public school.

STUDENT RESPONSIBILITIES:

- The trainee agrees to follow rules and guidelines set up by the school, employer and teacher/coordinator.
- The student will notify the employer and coordinator if it is necessary to be absent from school/work.
- The student will be in regular attendance in school and at the work-based site. **No School. No Work.**
- The student will not change or quit jobs without notifying the coordinator.

Name of Firm/Business _____

Business Owner/Manager (if different than Supervisor) _____

Street Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Supervisor (Last/First) Name (Print) _____

Supervisor or Manager Signature _____ Date: _____

Student Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Teacher/Coordinator Signature _____ Date: _____