



Cooperative Education Procedures

1. Complete the Student Survey - <https://www.cmths.org/work-based-learning>
2. The survey will be reviewed and approved by the program teacher.
3. Approved students will be sent an email by the Coordinator of Work-Based Studies with pertinent program information.
4. Students must have 95% attendance at the time of the interview, a teacher recommendation, a "B" or better to be considered for the program.
5. Verification of employment and the necessary Background Checks (if student is under 18 yo) will be explained to the potential employer.
6. Students must have the required CMTHS forms prior to approval; Medical/Health Form (PowerSchool), Career Objective Form (Guidance Dept), Student Handbook Quiz, Shop Specific Forms, Tools and Uniforms.
7. After all the necessary information has been verified; co-op paperwork will be completed and emailed to all parties to complete their sections.
8. Once the paperwork is completed and verified; an email will be sent to notify the parties of the student placement start date.