

Internship Information

- Students may be on Internships up to two (2) days a week.
- Students are responsible for finding their own Internship opportunity and providing their own transportation to and from the Internship.

Internship Eligibility & Requirements

To be eligible for an Internship, a student must meet **ALL** of the criteria below.

1. Attendance rate of 95% or better.
2. An 85% grade or better in the student's CMTHS Program.
3. The students must have no major disciplinary issues.
4. The student must have completed 6 marking periods in the same program.
5. A recommendation from the student's instructor(s).
6. The student must have transportation to and from their Internship Placement.
7. The student must have completed the PDE industry credential that is their Program's Safety Certification (OSHA 10 or SP2).
8. If the student is under 18 years old, they will need a Work Permit from their sending school.

Procedure for an Internship Placement

1. Any student who is interested in participating in an Internship must fill out the [Work Based Learning Application](#) which can also be found on the [CMTHS Work Based Learning webpage](#) and submit it.
 - a. The application must be completed in full.
 - b. The student will be asked to provide the employer's contact name and information, email address, phone number and physical location.
2. The Coordinator of WBL will vet the student and request an Interview with the student to create the best possible placement.
3. If the Internship has been approved, the Coordinator of Work Based Learning will create a Training Plan and Training Agreement and request all necessary documents from the Jobsite Mentor and student.
4. Clearances
 - a. If the student is under 18 years of age, the Coordinator of Work Based Learning will ensure that the Jobsite Mentor completes and obtains the required PA Clearances for working with minors.
 - b. If the student is working with children under 18 years of age, the Coordinator of Work Based Learning will ensure that the student completes and obtains the required PA Clearances for working with minors.
 - c. Information on how to obtain these clearances can be found on the CMTHS Work Based Learning webpage and in the appendix of this handbook.
5. Digital documents will be sent out via **Jobready/CTE** (@please.signmyform.com) to the stakeholders requesting signatures.
6. Once all required paperwork is signed by all stakeholders, and all required documents have been submitted, the student will be given a date when they may start their Internship Placement.