

Cooperative Education Information (Co-Op)

- Seniors who are on Co-Op may work up to five (5) days a week.
- Juniors who are on Co-Op may work up to three (3) days a week.
- Students are responsible for finding their own Co-Op Placement and providing their own transportation to and from the Co-Op Placement.

Cooperative Learning Placement Eligibility & Requirements (Co-Op)

To be eligible for a Co-Op Placement, 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 Co-Op Placement.
7. The student must have a Social Security Card.
8. The student must have completed the PDE industry credential that is their Program's Safety Certification (OSHA 10 or SP2).
9. If the student is under 18 years old, they will need a Work Permit from their sending school.
10. Students must provide information for the job where the student has been accepted to work. (While CMTHS may assist in finding placement opportunities for our students, ultimately, the responsibility is on the student to find a Co-Op job in their area of study.)
11. Completion of all necessary forms by all stakeholders via **Jobready/CTE**.

Procedure for a Co-Operative Education Placement (Co-Op)

1. Any student who is interested in participating in an Co-Op must completely fill out and submit the [Work Based Learning Application](#) which can also be found on the [CMTHS Work Based Learning webpage](#).
 - a. It is strongly advised that the student speak with their Instructor before planning a Co-Op Placement.
 - 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 Work Based Learning vets the student and requests an Interview with the student to create the best possible placement.
3. 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.

4. If the Co-Op has been approved, the Coordinator of Work Based Learning works with the employer and instructor to create a Training Plan and Training Agreement and requests all necessary documents from stakeholders.
5. Digital documents are sent out via **Jobready/CTE** (*@please.signmyform.com*) to the stakeholders listed below requesting signatures.
 - a. The Jobsite Mentor/Employer
 - b. The Student
 - c. The Parent/Guardian
 - d. The Instructor
 - e. The Coordinator of Work Based Learning.
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 Co-Op Placement.