



CMTHS Work Based Learning Handbook

2025 - 2026



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Introduction to Work Based Learning

Work Based Learning (WBL) is a method of instruction that enables students to combine academic classroom instruction (school-based learning component) with occupational instruction through learning on the job (work-based learning component) in a career area of choice. Emphasis is placed on the student's education and employability skills.

School to Work/Cooperative Education Programs permit the eligible students to be released from school to work for an approved employer in their specific trade area. The student will report to the training site (jobsite) and perform job duties to understand the daily operations along with the challenges of their chosen career path.

The purpose of the Work Based Learning Program is to provide students with competencies developed through supervised, on-the-job training related to their occupational goal under the guidance of a certified coordinator through Job Shadows, Internships, and Co-Operative Education Placements.

Work Based Learning Stakeholders

Work Based Learning involves the close planning and cooperation of 4 different groups. The cooperation of these 4 parties and supervision by the Coordinator of Work Based Learning enables this program to provide learning opportunities in the "real" world of work.

Employers: Mentor students, supervise the development of daily technical/professional/safety skills, and encourage further training. Employers are critical partners to engage in the design and implementation of Work Based Learning at the local and state level. Employers can play an active role in all three WBL components from giving input on labor market needs for curriculum development to designing opportunities for students to apply skills at the workplace and providing business mentorship.

Instructors: Provide program instruction/assessment, career guidance, and professional development.

Students: Receive valuable on-the-job training, navigate through career decisions, and meet program obligations.

Parents/Guardians: Support and encourage students while watching growth and development in the student's trade areas both professionally and personally.

Work Based Learning Coordinator: Guides students, employers, and parents through the school to work process, abide by all state and federal regulations, create the training plans and agreements in accordance with the Pennsylvania Department of Education, and monitor the students through the school to work journey.

Types of Work Based Learning

There are several types of Work Based Learning available to our students. Instructions on applying for each type are outlined in this handbook and at <https://www.cmths.org/work-based-learning>.

Job Shadow Placement

Usually a one (1) day unpaid, jobsite shadowing experience designed for the student to meet and observe approved technical and professional employees and business owners in the student's chosen field.

Internship

Either a paid or unpaid work-based experience for a specific length of time, usually 1 or 2 days a week, under CMTHS agreement, with an approved employer. Students' progress is monitored by Jobsite Mentors and CMTHS Coordinator of Work-Based Learning on a bi-monthly basis.

Cooperative Education (Co-Op)

Cooperative Education is a paid program related placement for a specific length of time, under CMTHS agreement, with an approved employer. These on-the-job training experiences are considered an extension of the classroom. The student's progress is monitored by jobsite mentors and CMTHS Coordinator of Work Based Learning on a bi-weekly basis. A Cooperative Education placement includes:

- Job placements are where students perform work related to acquired skills with the opportunity to develop additional competencies and contribute to the productivity of the business organization.
- Worksite training supervisors who share occupational expertise with students.
- Accurate and realistic descriptions of the jobs to be performed by students, as well as realistic employer expectations of the skills the students bring to the job.
- Individualized, written training plans that are correlated to the students' school-based instruction and work-based on-the-job training.
- Evaluations are formal and informal assessments of the students' progress on the job, including feedback and follow-up to assist students in improving performance.
- Instruction in all aspects of the industry the student is preparing to enter, which provides a broad base of knowledge of all facets of the business operation including management, finances, health and safety

Job Shadow Information

- Students may do one (1) Job Shadow per school year.
- Students are responsible for finding their own Job Shadow opportunity and providing their own transportation to and from the Job Shadow.
- A student who is absent from school for an **approved** Job Shadow, and fulfills all Job Shadow requirements, will be marked “Excused” because it is considered Career Exploration.

Job Shadow Eligibility & Requirements

To be eligible for a Job Shadow, and have it count as an Excused Absence, a student must meet all four (4) of the requirements below.

1. The student must have an 85% attendance rate.
2. The student must have Instructor approval.
3. The student must provide all information for the location where they will be shadowing.
4. The student must complete all paperwork before and after the Job Shadow.

Procedure for a Job Shadow

1. Any student who is interested in participating in a Job Shadow must fill out the [Job Shadow Application](#) which can also be found on the [CMTHS Work Based Learning webpage](#), and submit it **at least 2 weeks prior** to the date they wish to do their job shadow.
 - a. The student will be asked to provide the employer’s contact name and information, email address, phone number and physical location.
2. If the Job Shadow has been approved, a digital document is sent out requesting signatures via **Jobready/CTE** (@please.signmyform.com).
 - a. This document must be completed and signed **at least 4 days prior** to the Job Shadow.
 - b. The Instructor will receive an email requesting their signature as their support of the student doing the Job Shadow.
 - c. The student’s parent or guardian will then receive the email requesting their signature as their permission of the student doing the Job Shadow.
 - d. Finally, the form will be sent to and signed by the Coordinator of Work Based Learning.
3. The student will attend the Job Shadow.
4. After the Job Shadow there is a brief form for the student to fill out asking about their experience and what they learned. This must be completed **within 5 days** of the Job Shadow for the student to have their absence counted as “Excused”.

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.

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.

Work Based Learning Documents

Training Agreement

A training agreement is a statement of fundamental agreements and responsibilities regarding the participation of a student in a work environment that is signed by all participants. The training agreement states the conditions and understandings that the school, student and supervisor agree to when participating in a training program.

The training agreement is essential for several reasons:

1. As a planning document, it serves as a management tool for directing various learning experiences.
2. As an information document, it helps employers to appreciate their teaching role and to understand the purpose of the cooperative education program.
3. As a permanent record, it is useful for subsequent placement services and follow-up studies.
4. As a career decision-making document, it builds student satisfaction in fulfilling a prevailing career interest.

Training Plan

A training plan details who, what, when, where and why of a student's on-the-job training experience. The training plan is an educational plan and, as such, the student receives recognition and school credit(s) for performance in carrying out the plan. The training plan is a document separate from the training agreement. The plan outlines training activities that the student will learn to perform while on the job.

The following principles should be considered in the development and use of a training plan:

1. The plan is individualized with the student's career objective or career interest as its basis.
2. The cooperative education teacher-coordinator, student and employer work as a team to prepare the training plan, which identifies the activities to be performed by the student learner.
3. Safety instruction should be a training activity for each student. Training activities for a student exposed to hazardous occupations must show evidence of planned on-the-job safety instruction.

The training plan provides space for student data, training site details, training activities, performance evaluation and signatures of the student, parent/guardian, instructor, and employer.

Documents and Stakeholder Signatures Required

Required Work Based Learning Documents	CMTHS Student	Parent/ Guardian	Jobsite Mentor/ Employer	CMTHS Instructor	Coordinator of Work Based Learning
Parent Release & Student Responsibilities	Acknowledge & Sign	Acknowledge & Sign			Collect
Student Documents Application, Work Permit, Clearances if needed	Provide Documents				Collect & Document
Instructor Recommendation				Complete & Sign	Collect
WBL Training Agreement	Signature	Signature	Signature	Signature	Complete & Sign
WBL Training Plan	Signature	Signature	Signature	Signature	Complete & Sign
Employer Verification Insurance, Background Checks, Clearances			Provide Documents		Collect & Document

Clearances

If an employer is to hire a student who is under 18 years old, the employer is required to obtain and provide a child abuse clearance, PA State Police Background Check, and FBI fingerprinting. No exceptions. Clearances may take several weeks to obtain.

Instructions for obtaining these clearances can be found on the [Work Based Learning](#) page of our CMTHS website and they are also included as an Appendix in this document.

Additional Information for Employers

1. Employers will evaluate students every 2 weeks through the email they receive from **Jobready/CTE** ([@please.signmyform.com](mailto:please.signmyform.com)). A copy of this evaluation form is included in the Appendix of this Handbook
2. Employers will be asked to digitally verify the student's work logs every 2 weeks.

Work Based Learning Guidelines and Student Responsibilities

Attendance Procedures

Students must be punctual at school and work. Attendance is very closely monitored. Under no circumstances are students permitted to stay home when they do not need to report to work.

1. Student Attendance for Co-Op Students is being tracked in the **JobReady/CTE App**.
 - If a student does not clock in on time (by 8:00 for AM and by 12:00 for PM) they will be reported as being absent.
 - If a student forgets, they must provide proof that they worked that day.
 - Paystubs are also monitored to confirm attendance
2. Absences: If a student is ill, they must report to **ALL 4** of the stakeholders listed below at least 1 hour before the start of their shift.
 - [CMTHS Attendance](#)
 - Employer – find out their preferred method of contact
 - Coordinator of Work Based Learning – either through email or Talking Points
 - Sending School – follow their procedure
3. If a student is absent from their sending school, they are not permitted to work.
4. If there is poor weather and the student cannot work, they must report to CMTHS.
5. If for any reason the student does not report to work, they must report to CMTHS.
6. It is the student's responsibility to communicate with the employer mandatory school functions that affect their work schedule. CMTHS is not responsible for notifying the employers. This also includes any absences or vacations. Notify employer immediately and report in **Jobready/CTE**.
7. Students must notify the Coordinator of WBL immediately of any changes to their established work schedule.
8. Students may schedule work during school holidays if needed by the employer, but they do not have to.
9. If the student wishes to leave the employer, 2 weeks' notice, and a resignation letter must be submitted. Students must work the remaining 2 weeks. Failure to do so may result in loss of future Co-op Program opportunities.
10. See **Snow Days** for more information.

CMTHS Student Handbook

Any rules not specifically noted in this book are covered by the CMTHS [Student/Parent Handbook](#), which can be found on the CMTHS website. Any violations of the student handbook at school or at the jobsite will result in consequences including suspension from the Work Based Learning Program or determined school consequences.

Co-Op Class

Students will report to a 90-minute Co-Op Class every other Wednesday at 8:00 AM and 12:00 PM. In this class students will review and submit work logs, submit paystubs, and work on their workplace skills, career financial literacy, and creating a portfolio. After the 90-minute class, the student will report to their Program's Instructor where they may practice their skills with their instructors for their NOCTI exam. A copy of the 25-26 CMTHS School Year Calendar is attached in the appendix and all Co-Op Class dates are circled in purple.

Drug Screening

Students may be asked to provide a drug screening prior to employment and subsequently throughout their employment. Failure to comply within the time limitations set will automatically exclude the student from obtaining employment for that specific company.

Expectations

- Students should represent CMTHS in a positive manner.
- Students should follow all guidelines as stated in the CMTHS Work Based Learning Handbook and the CMTHS Student Handbook
- Students must follow all Child Labor Laws.
- Students are expected to follow their mentor's lead and be subordinates. If the student shows defiance of authority or intentional workplace disobedience or if the employer feels the student is not making significant progress or is unsafe, the student can be let go without notice.
- Employers will make a conscious effort to give the student varied experiences at work, however the student may need to participate in general housekeeping, packing and receiving, etc. or other duties as needed.
- Students must refrain from talking about controversial issues at work.
- Poor attendance, grades, or discipline will affect the student's co-op placement.

The following should be brought to the immediate attention of the Coordinator of Work Based Learning:

- Any change concerning wages, hours, or job tasks
- Employment lay off or termination
- Any difficulties students may encounter on the job
- Any difficulties students may encounter in school that are directly related to their employment.

Grading

Once they are enrolled in a Co-Op Placement, the student will then get a separate grade from their CMTHS Program for their work. This grade will appear on their sending school transcript in addition to their Program grade. The grade is reported in PowerSchool and is based on the following:

Category	Percent	Based on
Work Ethic	10%	Attendance on Co-Op, 10 points a day
Knowledge	20%	Assignments and Work in Bi-Weekly Co-Op Class
Skill	70%	Weekly Evaluations of Student by Employer

Monthly Visits

The Coordinator of Work Based Learning is required to visit the student and employer mentor on the jobsite at least once a month. These visits will be scheduled ahead of time.

NOCTI Testing

Seniors are required to attend CMTHS for the NOCTI Online and Performance assessments as per the NOCTI schedule, and any other days deemed necessary to complete the test. We will work with you to ensure as little disruption to your work schedule as possible.

Pay Stubs/Pay Statements

Students who are on a Co-Op Placement must submit their Pay Stubs/Pay Statements in **Jobready/CTE** whenever they are paid. This is a mandatory requirement of the Co-Op Placement.

Removal From Work Based Learning Program

Students may be withdrawn from their Co-Op Placement for several reasons:

1. The job is a non-beneficial experience for the student.
2. Academic grades fall below an 85%
3. The student has excessive absences or tardiness at their sending school or their Co-Op Placement.
4. The student does not abide by the terms of the training agreement and program requirements.
5. An employer is unhappy with the student's performance and requests the school to withdraw the student or directly terminates his/her employment.

Schedules

Students are to report to work on all scheduled days. A copy of the CMTHS yearly calendar will be provided to the Mentor/Jobsite by the Coordinator of Work Based Learning. Students are encouraged to put their weekly schedules into **Jobready/CTE**. See also *Attendance*.

Snow Days

If there is inclement weather, it is up to the student and their parent/guardian to decide if they will go to work. Whatever is decided, the students will let the employer and Ms. Slattery know (through Talking Points) as soon as possible.

If a Snow Day “FID: Flexible Instruction Day” is called by CMTHS, and the student will not be going to work, they will need to log in to Schoology and complete the FID assignment. Students who do not complete this assignment will not get credit for that day and it will count as unexcused absence.

Technology

All CMTHS students are issued a CMTHS.XYZ Gmail account that they will use to access the technology listed below. This is also an email account where students can send and receive email and Jobready/CTE notifications. Students will use the following technology in the Work Based Learning Program:

Jobready/CTE Phone App and Desktop version

The WBL program uses **Jobready/CTE** as our WBL student management system. Students will be required to download the **Jobready/CTE** App and allow location services and notifications in order to manage their timesheets and work logs on a daily basis. Students will be required to send their work logs to employers for approval and upload their paystubs. All digital forms will come from the *@pleasesignmyform.com* domain.

PowerSchool

CMTHS uses PowerSchool as our Student Management System. Students and parents may access student forms and grades in PowerSchool.

Schoology

The Co-Op Program uses Schoology for lessons and classwork. Students will be required to log into their CMTHS Schoology account for lessons and for work to be done during their Co-Op Class.

Talking Points

Students are required to accept the CMTHS invitation to Talking Points, download the App, and allow notifications to facilitate communication between them and the Coordinator of WBL. This is the best way to communicate with Ms. Slattery.

Timesheets

Students fill out their timesheets by clocking in and out of the **Jobready/CTE** App when they arrive and leave the jobsite. This is a mandatory requirement of the Co-Op Placement. Every two weeks during their Wednesday Co-Op Class, students will upload their paystubs and send timesheet confirmations to their employers.

Transportation

Students must provide their own transportation to and from their place of employment. Students who drive must carry a valid driver's license, registration, and vehicle insurance.

Unemployment

If a student is laid off, the student cannot apply for Unemployment Compensation Benefits per the Unemployment Compensation Law of Pennsylvania amended in 1971.

Work Logs

Completing the daily worklog is a requirement. Students are required to provide several sentences describing the work they did each day in the **Jobready/CTE** App. Students are unable to Clock Out until this requirement is made.

Work Permit

Any student under the age of 18 must obtain a Work Permit from their Sending School guidance department and present it to the Coordinator of Work Based Learning before working.

Appendix

A: Federal Child Labor Laws

B: Information on How to Obtain Clearances

C: Co-Op Student Sample Evaluation to be completed by Employer

D: CMTHS 25-26 SY Calendar with Co-Op Class Dates Highlighted



ABSTRACT OF THE CHILD LABOR ACT HOURS PROVISIONS

MUST BE POSTED IN A CONSPICUOUS PLACE WHERE ANY PERSON UNDER AGE 18 IS EMPLOYED

This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its regulations.

Minors under 16 must have a written statement by the minor's parent or guardian acknowledging the duties and hours of employment and granting permission to work.

HOURS OF EMPLOYMENT—AGES 14 & 15*

HOURS OF EMPLOYMENT

During School Term: Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday—Friday), and only at a time that does not interfere with school attendance. Plus eight additional hours on Saturdays and Sundays.

Exception: Students 14 and older, whose employment is part of a recognized school work program, may be employed for hours, when combined with school hours, not exceeding eight in a day.

During School Vacations: Maximum eight hours/day, 40 hours/week.

WORK TIME

Employment prohibited after 7 p.m. and before 7 a.m.

Exceptions: During school vacations, minors may be employed until 9p.m. Minors at least age 11 may be employed in newspaper delivery from 5a.m. to 8 p.m., except during school vacation, then until 9 p.m. Members of volunteer fire companies may participate in training and firefighting activities until 10 p.m. with written parental consent.

HOURS OF EMPLOYMENT—AGES 16 & 17* **

HOURS OF EMPLOYMENT

During School Term: Maximum eight hours a day and 28 hours per school week (Monday—Friday). Plus eight additional hours on Saturdays and Sundays.

During School Vacations: Maximum 48 hours/week; 10 hours/day; a minor may refuse any request to work greater than 44 hours/week.

WORK TIME

Employment prohibited before 6 a.m. and after 12 a.m.

Exceptions: During school vacations, minors may be employed until 1 a.m. Members of volunteer fire companies may continue serving in answer to a fire call until excused by chief.

* Minors employed as sports attendants are not subject to the Act's hours and work time restrictions.

**EXCEPT: A) Minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code are not subject to the Act's hours of employment or work time restrictions.

B) Special rules apply to young adults, 16 and 17 years of age, employed during a school vacation as a counselor by a summer resident camp operated by a religious or scout organization.

MAXIMUM EMPLOYMENT: NOT MORE THAN six CONSECUTIVE DAYS (except newspaper delivery).

30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE five CONSECUTIVE HOURS OF WORK.

EMPLOYER NOTIFICATION: *Within five days of the minor's beginning of employment, an Employer's must submit written notification of the minor's normal duties and employment hours, the minor's age and the work permit number to the issuing officer who issued that work permit. Within five days of the minor's last day of employment, the minor shall submit written notification to the issuing officer that the minor is no longer employed.*

**For further information on the Child Labor Act,
please consult the Department of Labor & Industry's website at www.dli.pa.gov and click on "Labor Law Compliance."**

Address inquiries and complaints to one of the offices of the Bureau of Labor Law Compliance:

Altoona District Office
1130 12th Ave.
Suite 200
Altoona, PA 16601
814-940-6224 or 877-792-8198

Harrisburg District Office
1301 Labor & Industry Building
651 Boas St.
Harrisburg, PA 17121
717-705-5969 or 800-932-0665

Philadelphia District Office
110 North 8th St.
Suite 203
Philadelphia, PA 19107
215-560-1858 or 877-817-9497

Pittsburgh District Office
301 5th Ave.
Suite 330
Pittsburgh, PA 15222
412-565-5300 or 877-504-8354

Scranton District Office
201 B State Office Building
100 Lackawanna Ave.
Scranton, PA 18503
570-963-4577 or 877-214-3962



CHILD LABOR ACT HOURS RULES FOR PERFORMANCES BY MINORS

Child Labor Act Hours Rules for Performances By Minors

This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its regulations.

Age	Max. hours (24-hour period) at place of employment (does not include hours at minors' residences)	Max. work hours (24-hour period) (including work time at minors' residences)
Infants < 6 mos.	2	Not Applicable
6 mos.—1 year	4	2
2—5 years	6	3
6—8	8	4
9—15	9	5
16—17	10	6

- Live performances—maximum number: three/day or 10/calendar week (Sunday—Saturday).
- Meal periods of half hour—one hour are not counted toward maximum hours/non-work time at place of employment.
- Non-work time at place of employment includes education, rest and recreation.
- Work days for minors may not begin before 5 a.m., and must end by 10 p.m. on evenings preceding school days or by 12:30 a.m. on evenings preceding nonschool days.
- 12 hours must elapse between time of dismissal and time of call on the following day.
- Age 14—17 may work during school hours with permission from school authorities for up to two consecutive days, but may not work in excess of eight hours in 24-hour period.
- Performances rules do not apply to minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code.

For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at www.dli.pa.gov and click on "Labor Law Compliance."

Address inquiries and complaints to one of the offices of the Bureau of Labor Law Compliance:

Altoona District Office
1130 12th Ave.
Suite 200
Altoona, PA 16601
814-940-6224 or 877-792-8198

Harrisburg District Office
1301 Labor & Industry Building
651 Boas St.
Harrisburg, PA 17121
717-705-5969 or 800-932-0665

Philadelphia District Office
110 North 8th St.
Suite 203
Philadelphia, PA 19107
215-560-1858 or 877-817-9497

Pittsburgh District Office
301 5th Ave.
Suite 330
Pittsburgh, PA 15222
412-565-5300 or 877-504-8354

Scranton District Office
201 B State Office Building
100 Lackawanna Ave.
Scranton, PA 18503
570-963-4577 or 877-214-3962

Email the Bureau of Labor Law Compliance at: RA-LI-SLMR-LLC@pa.gov

Central Montco Technical High School
Work Based Learning



WORK BASED LEARNING EMPLOYER CLEARANCE INFORMATION

Federal & State Clearance Requirements

Pennsylvania law requires that any company entering into a co-op or internship agreement with a school sponsored program designate one adult to secure the required volunteer state clearances and Federal Clearance. The person selected shall be decided based on a consultation with the Coordinator of Work Based Learning at CMTHS. The clearances are valid for 5 years from the verification date that is listed on each clearance. The following 3 clearances must be completed:

Pennsylvania Child Abuse History Clearance

Cost: Free <https://www.compass.state.pa.us/cwis/public/home>

1. Click on create individual account
2. Review Step 1 General Information
3. Click on Step 2 Profile Information, to start process of application

Pennsylvania State Police Criminal Record Check

Cost: Free – There are two methods:

1. Online request - <https://epatch.pa.gov/home> - Click New Volunteer Record Check (
 2. Submit a Request Form by mail - Download Criminal Request Form (SP4-164A)
- Volunteers

FBI Fingerprinting *

Cost: \$21.35*

<https://www.identogo.com/locations/pennsylvania>

1. Click on Digital Fingerprinting
2. Enter service code: 1KG6Y3 (Pennsylvania PDE-Volunteer)
3. Review the four blue statements/questions to guide the process for fingerprint completion

*if you have lived in PA for at least 10 years and have not been convicted of a crime, you may complete [the Volunteer Affidavit](#) instead of the FBI Fingerprinting. You will need to have this document notarized, and the original copy submitted to CMTHS.

Paperwork can either be mailed, emailed or contact your Coordinator of Work Based Learning to have clearances picked up.

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STUDENT EVALUATION FORM - Completed by Employer

Student: _____ Date _____

Employer _____ Mentor/Supervisor _____

Mentor/Supervisor Signature _____

Please evaluate the progress of your student employee. The evaluation is important as the student receives credited for work experience and it becomes part of the student's permanent record. Please include any comments that you feel are needed to justify a score. Please list any suggestions in how students may improve. If there are qualities that are unique to your business, please use the available space to identify them.

Category	Rating	Optional Comments
Punctuality/Attendance		
Appearance		
Accuracy & Efficiency of Work		
Knowledge & Skills of the Trade		
Safety & Responsibility		
Cooperation with Supervisors		
Cooperation with Co-workers		
Judgement & Common Sense		
Initiative		
Enthusiasm for the Position		

Grading Scale

Outstanding	5
Excellent	4
Above Average	3
Average	2
Needs Improvement	1
Needs frequent re-direction or correction	0

☐ CMTHS Co-Op Class AM: 8:00 PM: 12:00


CENTRAL MONTCO TECHNICAL HIGH SCHOOL

2025-2026 School Calendar

JULY T-0 S-0						
SU	M	TU	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST T-8 S-4						
SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

SEPTEMBER T-20 S-20						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER T-21 S-21						
SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER T-18 S-17						
SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

DECEMBER T-17 S-17						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY T-19 S-19						
SU	M	TU	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY T-19 S-18						
SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH T-19 S-19						
SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL T-19 S-19						
SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY T-20 S-19						
SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

JUNE T-10 S-10						
SU	M	TU	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

TEACHER IN-SERVICE

HOLIDAY/SCHOOL CLOSED

FIRST & LAST STUDENT DAY

NON-TEACHING DAY

TEACHER DAYS: 190

STUDENT DAYS: 184