

## **23-24 School Year Work Based Studies** **Cooperative Education Procedures**



1. Survey for Interested Cooperative Education Students
  - a. Eligible Co-op Student must:
    1. 95% attendance - (combination of excused/unexcused absences/tardy)
    2. Students must meet the eligibility requirements for Cooperative Education:
      - i. Level 3 seniors with 8 marking periods completed in the same program – NOCTI (students that are eligible have two or more years and have completed more than 50% of the instructional competencies and is graduating high school)
      - ii. Level 2 seniors with 6 marking periods completed in the same program – must be eligible to take the NOCTI assessment (students that are eligible have two or more years and have completed more than 50% of the instructional competencies and is graduating high school)
    3. 85% GPA
    4. No major discipline write ups
  - b. Go to [www.cmths.org](http://www.cmths.org)
  - c. Pull down Student Resource Tab
  - d. Scroll to the Work Based Learning Page
  - e. Chose Work Based Studies/Co-op Student Survey
  - f. Complete the Survey
  - g. WBS Coordinator will respond within 48 hours.
2. Approved Students
  - a. Paperwork will be sent to an approved student via email.
  - b. All Required paperwork must be complete PRIOR to Starting Co-op
  - c. Paperwork Includes:
    - i. Survey
    - ii. Safety Certificate/Modules – PRIOR to being approved.
    - iii. Teacher Recommendation Form
    - iv. Student Success Team Input Form
    - v. Student & Parent Release – Guidelines and Procedures
    - vi. Work Permit – 17 years old and younger
    - vii. Employer Documents; Employer Responsibilities, Employer
    - viii. Clearances; Guidelines and Procedures Release
    - ix. Training Agreement and Training Plan – all parties
    - x. Email FROM WBS Coordinator with the Start Date for Co-op