

**Section 5P -- Pupil Accounting Manual**  
**WORK-BASED LEARNING EXPERIENCE**  
**Sep-10**

Types of Work-Based Learning	What Grades Pupil Must be Enrolled	Monitored by Certificated Instructors	Pupil Eligible to Receive High School Credit	Written Training Agreement	Written Training Plan	Placement Aligned With Career Pathway & EDP	Maintain and Verify Records of Pupil's Attendance	Regular Visitation Plan	Safety Training	Must not Generate More than Half Total FTE	Must Not Exceed School Maximum Hours	Additional Requirements
<b>WORK-BASED LEARNING NON-CTE PROGRAMS</b>												
1. Paid or Unpaid* Work-Based Learning Experiences *Unpaid = 45 hours per specific training experience	9th-12th	Designated secondary school certified teacher	✓	✓	✓	✓	✓	Every 9 Weeks	✓	✓	✓	Follow Federal and State Regulations to Employ Minors  Currently or previously enrolled in related Academic Class/Course
2. Work-Based Learning Experiences for Pupils With Disabilities (Special Ed.)	9th-12th	Site visited by a district employed certificated teacher. Pupil enrolled & assigned to special ed teacher	✓	✓	✓	✓	✓	Every 30 calendar days	✓	✓	✓	No requirement for previous or concurrent enrollment in related academic course.
3. In-District Placement/Transition Services	9th-12th	Site must be visited by a district employed certificated teacher	✓	✓	✓	✓	✓	Every 30 calendar days	✓	✓	✓	Placement must relate to the pupil's transition services plan.

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<b>WORK-BASED LEARNING STATE-APPROVED CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS</b>												
1. Paid or Capstone Work-Based Learning Experience	11th-12th	Vocationally Certificated Teacher or Coordinator	✓	✓	✓	✓	✓	Every 9 Weeks	✓	✓	✓	1. Has successfully completed 50% of state-approved CTE program. 2. Must work minimum of 10 hours per week 3. Must attend related CTE class or capstone class minimum of 40 mins. Per week.
2. Unpaid WorkBased Learning Experience	11th-12th	Vocationally Certificated Teacher or Coordinator	✓	✓	✓	✓	✓	Every 9 Weeks	✓	✓	✓	Unpaid = 45 hours per specific training experience
3. In-District Unpaid Work-Based Learning Experience	11th-12th	Vocationally Certificated Teacher or Coordinator	✓	✓	✓	✓	✓	Every 9 Weeks	✓	✓	✓	Unpaid = 45 hours per specific training experience
4. Unpaid Training/State Approved CTE Less-Than-Class-Size (LTCS) Programs	11th-12th	Vocationally Certificated Teacher or Coordinator	✓	✓	✓	✓	✓	Every 9 Weeks	✓	✓	✓	Signed Completed Notification Received by OCTE Time Shall be equivalent to State-Approved CTE Program No more than 4 pupils per instructor Instruction by LTCS annually authorized personnel