

Instructions for completing the LED 75-1 (Rev. 05/05) Approval Form:

(05/02/05)

- School-identified CTE (including CWE, Agriculture Ed. and/or Tech Prep) or School-to-Career (STC) coordinators (*not employers*) shall complete this form for every *minor* student (16- or 17-years of age), enrolled in a STC initiative or CTE program pre-approved by the Connecticut State Department of Education, who will participate in a *paid, credit-bearing* work-based learning opportunity at a work-site that is potentially hazardous;
- Complete all sections, including signatures, legibly; *illegible and/or incomplete forms will be returned unapproved*; (Note: if students complete parts of the form, educators might use this exercise as a lesson in a basic employability skill, and should screen them for legibility before submitting them to SDE);
- *Worksite approval begins upon final approval by SDE/DOL; student start-dates may not occur prior to SDE/DOL approval of this form*; under normal circumstances the approval process takes a week to ten days, from the time it is mailed to SDE, reviewed for eligibility, forwarded to and approved by DOL, and mailed back to the school; around the holidays and during the summer, allow two to three weeks;
- Starting wage must be *at least minimum wage*, which is \$7.10/hr., as of January 2004;
- If you are submitting this form under your school's current, state-approved STC initiative, enter the STC career cluster and *current STC approval code*; if you are submitting under your current, state-approved CTE/CTE/TP program, enter the subject area and *the current CWE approval code or CTE grant year*;
- All work-based learning experiences must be structured to integrate the learning at the job site with the classroom curriculum; a sample *structured work-based learning plan* template may be found in the *Work-based Learning Toolkit* on the SDE website: www.state.ct.us/sde/deps/Career/WB/index.htm;
- Attach a copy of the student's individual structured work-based learning plan to this form; forms received without an attached, current work-plan will not be processed or approved;
- A *workplace mentor*, assigned by the employer, is highly recommended; the mentor-coach increases the value of the work-based learning experience and the safety of the student in these potentially hazardous situations (see above-referenced WB Learning Toolkit for a copy of the *Workplace Mentor Guide*);
- It is highly recommended that all students, especially those participating in STC, CTE/CWE or TP, receive instruction in the CT Young Worker Safety Curriculum, *Work Safe!* This training is available to school faculty, in a train-the-trainer mode; for training information contact Judith Andrews, STC Manager and Work-based Learning Consultant at SDE: 860-713-6766 or judith.andrews@po.state.ct.us;
- *The approval criteria and process is the same for summer STC/CTE/TP work-based learning opportunities as those that occur during the school year.* The name and contact information for the educator responsible for monitoring the summer work-site must be included on the front of this form and a student work-plan attached in order for the summer experience to be approved by SDE and DOL; and
- Completed and legible forms must be forwarded for initial review to Judith Andrews, Work-based Learning Consultant, at the CT State Department of Education, 165 Capitol Ave., Room 363, and Hartford, CT 06106. After initial SDE review to determine eligibility, forms will be forwarded to DOL for final approval and subsequently returned to the school's STC/CTE/Tech Prep work-based coordinator.

Note: *This form is not to be used for unpaid work-based learning activities such as community service/service learning, nor is it a waiver for any liability responsibility. By approving a LED 75-1 (Rev. 05/05) form, the Connecticut Department of Labor acknowledges that the student is participating in a paid, credit-bearing structured workplace learning situation under the auspices of a Career and Technical Education (CTE) Program or School-to-Career (STC) Initiative currently approved by the Connecticut State Department of Education.*