



Work Based Learning for the CDOS Credential

Cheryl Winstel

cwinstel@mail.nysed.gov

518-486-1547

Options to Earn the CDOS Credential

Option 1

- Complete a Career Plan
- Demonstrate achievement of the commencement level CDOS learning standards
- Successfully completes 216 hours of participation in
 - CTE coursework and/or work-based learning experiences
 - at least **54 hours** must be in school supervised work-based learning experiences
- Has a completed Employability Profile

Option 2

- Meets the requirements for one of the nationally recognized work readiness credentials, including but not limited:
 - National Work Readiness Credential;
 - National Career Readiness Certificate (ACT) WorkKeys;
 - SkillsUSA Work Force Readiness Employability Assessment; and
 - Comprehensive Adult Student Assessment Systems Workforce Skills Certificate System (CASAS)

Choosing Work Experiences

- Developing a relationship with local businesses
 - Establish a business advisory board
- Attend Chamber of Commerce and Rotary Club meetings
- Contact potential work placement sites
- Visit work placement site to ensure that safety and health regulations are followed

Creating Work Experiences

- Develop experiences within the school
- Contact schools who currently have a school-based enterprise
- Contact potential local businesses to partner with for a school-based enterprise
- Administrative and School Board approval needed

Student Safety is Paramount

- All students need to have safety instruction prior to being placed on any worksite
- Instruction should be both:
 - General work place safety
 - Career specific to each worksite
 - NYCOSH provides safety curriculum
<http://nycosh.org/young-workers>

General Workplace Safety Includes

- Identifying Occupational Hazards
- Child Labor Laws
- Prohibitive Occupations
- Slips and Falls
- Hazardous Materials & Chemicals
- Threats – terrorist, criminal acts
- Violence in the workplace
- Worker's Compensation

NYCOSH provides free safety and health curriculum

Labor Regulations

- New York State DOL vs. USDOL
- Fair Labor Standards Act
- Federal Wage and Hour Division Section 64c08 (for students with disabilities)
- Hazardous Occupations
- Always follow the more stringent regulation when making a determination
- NYS Workers Compensation

Work Based Learning Experiences

<http://www.p12.nysed.gov/cte/wbl/home.html>

- Job Shadowing
- Community Service/Volunteering
- Senior Project
- **School Based Enterprise**
- Service Learning
- Entrepreneurship
- **Community Based Work Programs (for students with disabilities)**

Note:

- Community Based Work Programs may be paid or unpaid
- It is not necessary to hold the WBL Coordinator extension to supervise these work experiences but it is highly recommended

Registered Work Based Learning Experiences

<http://www.p12.nysed.gov/cte/wbl/home.html>

- General Education Work Experience Program (GEWEP) – paid, registration every 5 yrs
- Work Experience and Career Exploration Program (WECEP) Federal program for at-risk youth – paid, registration every 2 yrs
- Career Exploration Internship Program (CEIP)- non-paid, registration every 5 yrs
- CTE Cooperative Work Experience Program (CO-OP) - paid or non-paid, registration every 5 yrs

Hazardous Occupations and Minors

- Federal definition of minor is any individual under age 18
- USDOL identifies 17 Hazardous Occupations minors may not participate in unless they are listed as exempt
- Limited exemptions are only for students who are at least 16 years of age and enrolled in approved Career and Technical Education (CTE) programs

Student Documentation Needed for WBL Experiences

The following documents need to be kept for each work experience in the student's record file:

- Memorandum of Agreement
- Student Training Plan
- Student hours time sheet(s)
- Student Evaluation by supervisor for each work experience
- Emergency Medical Treatment Authorization

Key Components of a Quality Work Experience Placement

- Appropriate work site placements
- Related in-school instruction
- All placements supervised by appropriate school personnel and/or a certified WBL Coordinator
- All registered WBL programs must be supervised by a certified WBL Coordinator
- Coordination of in-school and work site components and supports

Key Components (cont.)

- Compliance with all US and NYS DOL labor laws, NYSED regulations and Worker's Compensation regulations
- Certificate of liability insurance provided
- Training plan based on curriculum
- Student evaluation(s) from each work experience placement
- Memorandum of Agreement for all work sites
- Record of hour sheets kept in student record
- Student working papers as appropriate

Employability Profile

Each student evaluation form can be used to develop the final Employability Profile

- Completed by the Transition Counselor, Special Education teacher or Guidance Counselor
- Kept in student permanent record file
- Student receives a copy to keep for job interviews in future employment opportunities

Employability Profile

- Documents the attainment of commencement level CDOS learning standards and as appropriate:
 - Attainment of technical knowledge and work-related skills;
 - Work experiences;
 - Other work-related and academic achievements; and
 - Performance on Industry-based technical assessments as appropriate
- At least one employability profile must be completed within one year of exiting school

Questions??

Questions: email CDOscomment@mail.nysed.gov

Special Education Policy
(518) 473-2878

<http://www.p12.nysed.gov/specialed/gradrequire.html>

Career and Technical Education Office (518) 486-1547
cwinstel@mail.nysed.gov