



CDE-OJT Registration Worksheet

OJT Coordinator: Tara Shea

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Remind: Text @ojtnsb to 81010

STUDENT/WORKSITE INFORMATION: Due to counseling office by 6/3/22

Student Name _____ Grade in 22-23 SY _____ Alpha Code _____

Student Cell # _____ Counselor Name _____

Parent/Guardian Name _____ Parent/Guardian Phone: _____

OJT Guidelines - student must agree to the following:

- **OJT students must be a W-2 employee (on the payroll with taxes deducted) at a company that carries Workers' Compensation and Liability insurance (no exceptions can be made to this requirement).**
- OJT students are required to participate in meetings with OJT Coordinator throughout the school year.
- OJT students are required to turn in provided OJT timecards on the 1st Monday of the following month.
- OJT students may not change jobs or leave their current job without prior authorization.
- OJT students must regularly attend all in-school classes and maintain passing grades to participate.
- OJT students must be at least 16 and have available transportation to be OFF-campus for OJT periods.

Student Signature _____

Current Employment Information:

Company name _____

Manager name _____

Company phone # _____

Minimum hours worked each week _____

******* COUNSELOR SECTION *******

Students must be enrolled in or have previously completed a CTE course or receive administrative exemption.

OJT minimum work hours policy

- 1 credit = 5 hours/week
- 2 credits = 10 hours/week
- 3 credits = 15 hours/week
- 4 credits = 20 hours/week

_____ **Number of enrolled OJT credits (4 periods max)**

**Students should be enrolled in the number of OJT periods that matches the minimum number of hours they work EACH week.

It is advised to schedule FEWER OJT periods at enrollment as more can be added later.

OJT periods can be in the morning, afternoon, or a combination, regardless of actual scheduled work hours.