

NORTH MONTCO TECHNICAL CAREER CENTER

1265 Sumneytown Pike
Lansdale, PA 19446
Phone (215) 368-1177 Fax (215) 855-7929
www.nmtcc.org

TRAINING AGREEMENT

PENNSYLVANIA YOUTH APPRENTICESHIP PROGRAM / COOPERATIVE EDUCATION PROGRAM

Pennsylvania Department of Education Regulations and Standards, and Pennsylvania and Federal Child Programor Laws require a written training agreement and training plan for each student in a Pennsylvania Youth Apprenticeship Program (PYAP) or Cooperative Education Program (COOP).

***ALL BLANKS MUST BE FILLED IN BEFORE BEGINNING WORK* EMPLOYER FILLS IN ALL GRAY SHADED AREAS.**

STUDENT NAME		EMPLOYER NAME OR COMPANY			
ADDRESS, CITY, STATE, ZIP		EMPLOYER STREET, STATE, ZIP			
M/D EMAIL		EMPLOYER PHONE NO.		MENTOR'S CELL	
BIRTHDATE	AGE	MENTOR/ SUPERVISOR NAME			
WORK PERMIT NO.		EMPLOYER EMAIL (if avail.)			
STUDENT EMAIL		FAX NUMBER			
HOME PHONE NO.	WORK NO. (M/D)	WORK DAYS		SCHOOL YR	
PARENT/GUARD MED INS		CARRIER:	POLICY #:	HOURS	SUMMER
PARENT CELL #, M/D	STUDENT CELL #			SCHOOL YR	__ : __ to __ : __
SENDING SCHOOL	PROGRAM			SUMMER	__ : __ to __ : __
CAREER OBJECTIVE	GRADE			WORKER'S COMP. CARRIER NAME	
JOB TITLE				WORKER'S COMP. POLICY NUMBER	
				EFFECTIVE DATE OF AGREEMENT	
				ENDING DATE OF AGREEMENT (if other than school term)	
BEGINNING RATE OF PAY				REPORT TO SCHOOL DAYS	

Employers of Cooperative Education students will not discriminate in employment, programs or activities on the basis of race, color, national origin, sex, or handicap as required by TITLE IX, TITLE VI, and Section 504.

North Montco Technical Career Center does not discriminate in regard to race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to youth groups.

This contract is for the purpose of outlining the agreement between the schools, employer, and the Pennsylvania Youth Apprenticeship Program or Cooperative Education Program on the conditions of training to be given a student while on the job in this school based program.

STUDENT SIGNATURE	Date
PARENT SIGNATURE	Date
EMPLOYER SIGNATURE	Date
TECHNICAL TEACHER SIGNATURE	Date
COOPERATIVE EDUCATION COORDINATOR SIGNATURE	Date
NMTCC PRINCIPAL SIGNATURE	Date

**NORTH MONTCO TECHNICAL CAREER CENTER
TRAINING AGREEMENT FOR THE
PENNSYLVANIA YOUTH APPRENTICESHIP & COOPERATIVE EDUCATION PROGRAMS**

EMPLOYER RESPONSIBILITIES

1. To **adhere to all state and federal regulations** regarding employment, child program or laws, Right-to-Know Act 116, minimum wages, and worker's compensation.
2. To recognize and **support the educational objectives of the work-based training program** and to provide employment for the student apprentice on a regular, continuous basis.
3. **To appoint a training supervisor/mentor** for the student apprentice. The student must be under supervision at all times.
4. To agree to **follow the plan for the training** designed by the program's instructors and the training supervisor appointed by the employer; to give the student apprentice a variety of work assignments according to the training plan and to provide comprehensive instruction under the direction of qualified personnel.
5. To provide **safety instruction** throughout the student's training period. Exposure to hazardous work will be incidental to the student's training and not a part of the student's training program. To ensure the student wears safety equipment appropriate for the job.
6. To **provide adequate equipment, materials, and other facilities** required in order to provide a learning experience for the student apprentice.
7. To **keep accurate records** of the student's attendance and to notify the school if the student is absent without notification.
8. To **pay the student appropriate wages** as agreed upon at the time of placement and to re-negotiate the student apprentice's wages at scheduled intervals using a graduate scale for wage increase based on skill level of student.
9. To **permit the school's representative(s) to visit** the student and supervisor at the place of employment to determine progress, obtain direct feedback, and make adjustments in the training plan whenever necessary.
10. To **perform quarterly evaluations** of the student's accomplishments, performance, as well as document tasks the student has been learning by the training supervisor on a form provided by the school.
11. **To advise the Cooperative Education Coordinator when a problem arises, student calls out, quits, is fired, or injured on the worksite ASAP.**
12. To **agree not to employ a student apprentice to displace** a regular worker.
13. Since the worksite is an extension of the school, please prohibit student from working on days of school suspension when notified by Cooperative Education Coordinator.
14. The student may not drive tractor trailers, forklifts, or operate box crushers.
15. Any open pits in facility must be totally covered by OSHA-approved guard rails.

STUDENT APPRENTICE RESPONSIBILITIES

1. **To perform the assigned duties** in a loyal manner and work to the best interest of all concerned.
2. **To report job problems or injury** to supervisor/mentor and Cooperative Education Coordinator ASAP.
3. **To adhere to all the employer's company policies.**
4. **To be regular in attendance** at school and on the job. **If unable to report to work FOR ANY REASON, call the employer and Cooperative Education Coordinator before the start of the normal workday. IF YOU ARE NOT WORKING OR SCHEDULED FOR WORK, YOU MUST REPORT TO SCHOOL!**
5. The student apprentice's **employment will be terminated upon withdrawal** from school.

6. To submit **some type of employer signed timesheet/card** so that we can monitor number of hours.
7. To obtain a **Quarterly Student Evaluation** and return it to the Cooperative Education Coordinator.
8. To maintain a "C" average to enter/remain in program and may be pulled from job site to make up work.
9. The student-learner is NOT ALLOWED to work on ISS/OSS days.
10. Student must bring first paystub into Cooperative Education Coordinator to copy. This must be done even after changing employers. This does not apply to non-paid internships.

ADDITIONAL STUDENT OBLIGATIONS

1. **If student is unable to work due to rain/snow, and school is open, student must report to school.**
2. **Also on school holidays, if school is closed and the employer requests that you work, you should comply with employer's wishes.**
3. Student must take **NOCTI** exam or other certified equivalent, complete **Senior Project**, and take **Keystone Exams**. PYAP students also must complete a **Community Service Activity and attend all required field trips**.

PARENT RESPONSIBILITIES

1. Agree to placement of the student in this cooperative work environment and assist student with obtaining a job.
2. Provide a method of getting the student to and from work.
3. Assist in promoting the value of the student's experience by cooperating with the employer and teacher when needed.
4. Assume full responsibility for any action or happening pertaining to the student-trainee from the time he/she leaves campus until he/she reports to the training station.
5. Notify Cooperative Education Coordinator if worksite injury occurs ASAP.
6. Provide medical coverage for student.

PYAP/COOP SECONDARY SCHOOL RESPONSIBILITIES

1. **To provide a program** under the direct supervision of a certified Cooperative Education Coordinator/Instructor.
2. **To provide related technical and safety instruction** by the Certified Technical Instructor.
3. **To assure visitation** to the student and employer by the Cooperative Education Coordinator on a monthly basis at the employer worksite.
4. To monitor **student attendance and lateness** covered by NMTCC policy.
5. **To award credits** earned in the PYAP / COOP toward the student's high school diploma.
8. **To adhere to the curriculum and program regulations and standards of the Pennsylvania Department of Education and the Pennsylvania Youth Apprenticeship or Cooperative Education Program.**
9. Notify parent/guardian of any worksite injury ASAP.