

**NORTH MONTCO TECHNICAL CAREER CENTER**

TRAINING AGREEMENT FOR **PAID / UNPAID INTERNSHIP** (Max 120 Hrs) PROGRAM

*PLEASE CIRCLE ONE*

www.nmtcc.org

PHONE 215-368-1177 FAX 215-855-7929

*\*All signatures and blanks must be filled in before starting work.  
Employer fills in GRAY areas.*

Pennsylvania Vocational Education Regulations, Standards, and the Pennsylvania and Federal Child Labor Laws required a written Training Agreement and Training Plan for each student in a Cooperative Vocational Education Program.

**PLEASE PRINT**

STUDENT NAME			JOB TITLE		RATE OF PAY		
FULL ADDRESS			EMPLOYMENT START DATE / TBD				
BIRTH DATE		AGE	EMPLOYER/COMPANY NAME				
WORK PERMIT #		SS LETTER	FULL EMPLOYER ADDRESS (STREET, CITY, STATE, ZIP)				
HOME PHONE #							
PROGRAM		GRD	TRAINING SUPERVISOR'S NAME				
PARENT EMAIL			DAYS / HOURS (Max 3 days/week)	SCH YR		:	to
PARENT/GUARD MEDICAL COVERAGE	MEDICAL CARRIER:	POLICY #:		SUMMER		:	to
SENDING SCHOOL			EMPLOYER EMAIL ADDRESS				
CAREER OBJECTIVE			EMPLOYER TELEPHONE NUMBER				
PARENT (M/D) CELL PHONE #			EMPLOYER CELL PHONE # & MENTOR'S CELL PHONE #				
STUDENT CELL PHONE #			EMPLOYER FAX #				
NMTCC liability insurance rider issued this date: _____	For NMTCC liability insurance rider purposes, the student's school day is considered 8:10 am until 2:30 pm		SCHOOL REPORT DAYS (BEST IF GYM DAY)				
I UNDERSTAND STUDENT IS ONLY COVERED WITH THIS POLICY DURING THE SCHOOL DAY.	Employer Initials: _____		EMPLOYMENT END DATE (IF OTHER THAN SCHOOL TERM)				

This contract is for the purpose of outlining the agreement between the school and the employer on the conditions of training to be given to a student while on the job. We, the undersigned, agree to the conditions and statements contained in this agreement.

_____	_____	_____	_____
<b>Student-Learner Signature</b>	<b>Date</b>	<b>Employer Signature</b>	<b>Date</b>
_____	_____	_____	_____
<b>Parent or Guardian Signature</b>	<b>Date</b>	<b>Cooperative Education Teacher Signature</b>	<b>Date</b>
_____	_____	_____	_____
<b>Teacher Signature</b>	<b>Date</b>	<b>Principal Signature</b>	<b>Date</b>

**EMPLOYER'S RESPONSIBILITIES:**

1. The employer will adhere to all State and Federal regulations regarding employment, child labor laws, minimum wages, workmen's compensation and "Right to Know" Legislation.
2. The student will be given a variety of work assignments and be supervised by an experienced person at all times.
3. A periodic evaluation of job progress will be made by the training supervisor on a rating form provided by the school.
4. The training supervisor will arrange a conference with the coordinator when a trainee problem arises.
5. The training supervisor will provide necessary safety instruction through the student training period.
6. The employer will not employ a student learner to displace a regular worker.
7. Exposure to hazardous work will be incidental to the student-learner's training and will not be a part of the student learner's training program. The employer is reminded that the student must wear safety glasses (ANSI Z 87) and work boots, if applicable to the trade.
8. The employer will notify the teacher-coordinator of any changes in student status, i.e. absence, quit, fired, or injured on the job site ASAP.
9. Flexibility will be provided in work schedule for co-curricular activities, i.e. NOCTI testing, field trips, etc.
10. The student's work schedule will not conflict with home school attendance.
11. Since the worksite is an extension of the school, please prohibit student from working on days of school suspension when notified by School-to-Career Coordinator.

### **STUDENT-LEARNER RESPONSIBILITIES:**

1. The student-learner agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned, that includes wearing safety glasses & boots, if applicable.
2. The student agrees to report job problems to the training supervisor and the teacher-coordinator.
3. The student will adhere to company policy; employment may be terminated for the same reasons as regular employees.
4. The student-learner must be regular in attendance at school and on the job. **(If unable to report to work, the employer and the co-op teacher-coordinator will be notified before the start of the normal work day.)** If unable to work due to weather and school is open, the student must report to school for the day.
5. The student-learner's employment will be terminated upon withdrawal from school.
6. **THE STUDENT-LEARNER IS RESPONSIBLE TO RETURN EMPLOYER EVALUATIONS AT THE END OF EACH MARKING PERIOD**
7. The student must maintain a "C" average to enter/remain in program.
8. Notify School-to-Career Coordinator if injured on job site ASAP.
9. The student-learner is NOT ALLOWED to work on ISS/OSS days.
10. Student must bring first pay stub into School-to-Career Coordinator to copy. This must be done even after changing employers. This does not apply to non-paid internships.

### **PARENT'S RESPONSIBILITIES:**

1. Agree to placement of the student in this cooperative work environment.
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 School-to-Career Coordinator if son/daughter reports work related injury ASAP.
6. Provide medical coverage for student.

### **SCHOOL RESPONSIBILITIES:**

1. The program is under the direct supervision of a Certified Cooperative Vocational Education Teacher-Coordinator.
2. The student-learner will receive related instruction and safety instruction from the Occupational Instructor prior to job placement.
3. The Cooperative Vocational Technical Education Teacher-Coordinator will visit the student and training supervisor at the training site at least once per month.
4. The Cooperative Vocational Technical Education Teacher-Coordinator will provide the student with job placement assistance.
5. School policy will address questions of student transportation, insurance and attendance.
6. The student will receive full shop course credit upon satisfactorily completing the program.
7. Notify parents of any worksite injury ASAP.

### **UNPAID INTERNSHIP:**

All six (6) of the following criteria must be met in order that the student will not be considered to be an employee within the meaning of the Fair Labor Standards Act and the Pennsylvania Minimum Wage Act:

1. The training of the student must be similar to that which would be given the student at NMTCC.
2. The training shall be for the benefit of the student.
3. The student shall not displace any regular employee, but shall observe or participate in work occupational activities under close supervision.
4. The training institution providing the training shall derive no immediate advantage from the activities of the student. And, on occasion, the training Program's operations may actually be impeded.
5. The student understands that he/she is not necessarily entitled to a job at the conclusion of the Program. The determination is solely within the discretion of the training Employer.
6. The training Employer and the student understand that the student is not entitled to wages for time spent in training, observing, or participating in the Program.

EMPLOYERS OF COOPERATIVE VOCATIONAL TECHNICAL EDUCATION STUDENTS will not discriminate in employment, educational programs, or activities on the basis of race, color, national origin, sex, or handicap as required by TITLE IX, TITLE VI, and Section 504.

**Northern Montgomery County 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.