



Cooperative Education Paperwork

In order to begin your Cooperative Education experience the following needs to be completed:

- 1) The attached packet must be completed and signed by:
 - a. Student
 - b. Parent
 - c. Employer

- 2) Copy of your driver's license and insurance card must be attached

- 3) A commitment to remain at your job placement for a minimum of 90 days

- 4) Students under the age 18 are required to fill out the new working papers online in conjunction with the employer. The papers can be found at:
<https://www.nj.gov/labor/youngworkers/find-a-job/working-papers/getstarted.shtml>

- 5) Copy of the workman's compensation and liability certificate of insurance from your employer must be attached.

Under Certificate Holder it must state the following:

*Somerset County Vocational School & Technical High School
14 Vogt Drive
Bridgewater, NJ 08807*



SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

P.O. Box 6350 • 14 Vogt Drive • Bridgewater, NJ 08807-0350 • (908) 526-8900 • Fax: (908) 526-9212 • www.scvths.org

Hector Montes
High School Principal

Robert Presuto
Superintendent of Schools

PARENT PERMISSION FOR CELL PHONE COMMUNICATION

In accordance with SCVTHS Board of Education Policy #3283 #4283

The coaches/instructors of the _____ at SCVTHS High School
(Activity/Group Name)
listed below have permission to communicate by text messaging or phone conversation
with my son/daughter _____ through the use of personal cell
(Student Name)
phones. It is understood that the communication is to be of a nature related directly to the
activity or school business.

*PLEASE NOTE: Coaches/Instructors will primarily communicate via school district e-mail;
however, there may be circumstances that require an immediate communication (i.e.: inclement
weather conditions, arrival/departure delays, etc.).*

Coach/Instructors Name(s)	Activity/Group Name

Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____



**New Jersey Structured Learning Experience (SLE)
Sample Business/Agency Agreement**
For All Cooperative Education Experiences (CEE) — Hazardous Occupations

Note: Form fields are found on pages 1 and 4.

General information

Student: _____ Student ID #: _____ Date of Birth: _____

Student Address: _____ City: _____ State: _____ Zip: _____

Student Emergency Phone #: _____ Student Email: _____

Parent/Guardian: _____ Emergency Phone #: _____

District/School: Somerset County Vo-Tech District/School Phone # 908 526 8900

District/School Address: 14 YOGT Dr. City Bridgewater State: NJ Zip 08887

Cooperative Education Coordinator (CEC): Gerald Mazzetta

CEC Phone # 908-526-8900 x7118 CEC Email: gmazzetta@scvfs.net

Business/Agency: _____ Business/Agency Tax ID If: _____

Business/Agency Supervisor: _____ Worksite Mentor: _____

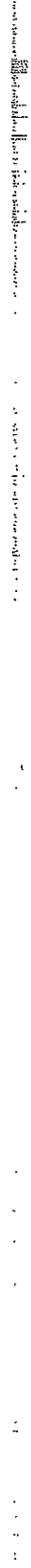
Worksite Address: _____ City: _____ State: _____ Zip: _____

Worksite Phone #: _____ Worksite Email: _____

Start Date: _____ End Date: _____ Student Worksite Schedule (Hours): _____ to _____

Check all that apply: Monday Tuesday Wednesday Thursday Friday

(Indicate days above or, if applicable, list alternating/rotation schedule specifics on a separate sheet.)



Business/Agency Responsibilities

To qualify as a "learning experience," the CEE must meet all of the regulatory requirements, laws, and codes within N.J.A.C. 12:56-18 School-to-Work Program, including the following:

- CEE is paid in accordance with New Jersey wage and hour regulations.
- CEE must be related to an individualized Student Training Plan (STP).
- Collaboration and planning between worksite and school results in clearly-identified learning objectives related to the individualized STP.
- Work is intermittent, of short duration, and under the direct and close supervision of a qualified and experienced worksite mentor.
- The school district may conduct criminal background checks on designated worksite mentors.
- Productive work is incidental to the student achieving the planned learning objectives.
- Student does not replace an employee.
- All parties understand that the student is not entitled to an offer of employment at the conclusion of the CEE.
- Safety instruction is given by the school and accompanied by on-the-job training provided by the business/agency.

CEE Insurance Requirements

The CEE student must be covered by both the school district's liability insurance and the business/agency liability and worker's compensation insurances. Both the school and the business/agency agree to the scope, nature, and responsibilities for any other insurance coverage of this school-sponsored, paid CEE as deemed necessary by the parties. All parties are asked to provide copies of their respective insurance certificates prior to the start of the CEE.

Nondiscrimination Guidelines

The business/agency further understands that the worksite must be consistent with "Guidelines for Vocational Education Programs for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Disability," as well as with federal requirements of nondiscrimination in education programs or activities receiving federal financial assistance. 34 C.F.R. §104.4, §106.38 (a)(b), and §100.3 (c).

CEC/School District Responsibilities

The school district agrees to comply with all laws and regulations within N.J.A.C. 6A:19-4 Structured Learning Experiences; N.J.A.C. 12:58-1, Child Labor Regulations; and N.J.A.C. 12:56-18, School-to-Work Program, and ensures the following:

Student Requirements

- Student is at least 16 years of age.
- Student has a completed employment certificate (working papers) as per N.J.S.A. 34:2-21.1 et seq. prior to CEE placement.
- Student is enrolled in a NJDOE-approved career and technical education (CTE) program or program of study for the same hazardous occupation.
- Student's CEE placement appropriately aligns to their skills, abilities, and career goals.

- Student will be supervised by school personnel holding the CEC endorsement (#3464) or an endorsed CTE teacher who has completed the New Jersey Safe Schools Program, SLE training, is authorized to place and supervise CTE students in school-sponsored CEEs in the hazardous occupation in which the holder is certified as part of a CTE program or program of study (N.J.A.C. 6A: 9B-9.4).

Coordinator/School District Supervision

- Worksite supervisions are to occur every tenth day that the student reports to CEE worksite. N.J.A.C. 12:58-1.2(d) 5.
- An individualized STP aligned to the New Jersey Student Learning Standards (NJSLS) which identifies learning objectives, activities, and assessments will be included with this agreement.
- On successful completion of the CEE and its learning objectives, student will receive credit for time spent at the worksite.
- The school district will maintain the CEE record for a time period that is consistent with the Records Retention Schedule issued by the New Jersey Department of Treasury.
- Each district board of education shall develop and adopt written policies, procedures, and mechanisms of health, safety, and medical emergency services that extend to the CEE in accordance with N.J.A.C. 6A:16-2.1(a), including but not limited to the emergency administration of glucagon and epinephrine via epinephrine auto-injector.

Transportation

- The school district recognizes that the student is responsible for transportation to and from the worksite and must furnish proof of appropriate auto insurance if they will be driving unless transportation is otherwise required by the district pursuant to the terms of N.J.A.C. 6A:27-5, Special Needs Transportation.

Parent/Guardian Responsibilities

- Encourage my child/ward to effectively carry out the assignments and responsibilities outlined in the individualized STP.
- Help my child/ward keep on schedule and promote their understanding of developing a strong work ethic.
- Report any concerns raised by my child/ward regarding the CEE to the CEC.
- Provide transportation to and from the worksite unless otherwise stipulated within an Individualized Education Program (IEP)—and ensure that my child/ward is covered by appropriate auto insurance when they are driving; I further agree to provide a copy of the insurance certificate to the CEC.
- I understand that my child/ward is not entitled to a promise of employment at the completion of the CEE.

Student Responsibilities

Individual Responsibility

- Be responsible for my own transportation from school to the worksite and from the worksite to home.
- Maintain regular attendance both in school and at the worksite; I will follow the instructions outlined to properly notify the school and/or business/agency supervisor/worksite mentor if I will be late or unable to report to my worksite.
- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to

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Sample Form

learn.

- I understand that I am not entitled to a promise of employment at the completion of the CEE.

Rules of SLE Program and Worksite

- Obey the rules and regulations at my worksite and comply with the business/agency practices and procedures.
- Talk to my CEC and/or my worksite mentor about any difficulties arising during the CEE.
- Work to acquire the knowledge and skills as outlined in my individualized STP.
- Understand that my CEE credit will be based upon adherence to and completion of my individualized STP.

We have reviewed and agree with the responsibilities outlined in the Business/Agency Agreement for this school-sponsored CEE.

Business/Agency Supervisor Signature _____ Date _____

CEC Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

CEE Student Signature _____ Date _____

School Administrator (optional) Signature _____ Date _____



NJ Structured Learning Experience (SLE) Student Training Plan
For All Cooperative Education Experiences (CEEs) - Hazardous & Non-Hazardous Occupations

Student Name: _____ Career Cluster*: _____

District/School: Somerset County Vo-Tech CEE Start Date: _____

Business/Agency: _____ CEE End Date: _____

CIP Code: _____ CTE program: _____ Workplace Experience SCED code: _____

General description of CEE:

In addition to safety training provided by the school, the CEE student must receive:

- Business/Agency's New Employee orientation training
- Business/Agency's New Employee safety and Health training
- Tools, equipment, and personal protective equipment orientation, if applicable, to be used as part of the CEE

Note: All learning objectives must align to New Jersey Student Learning Standards (NJSLs). (Please attach additional pages, as necessary, for each objective.)

Worksite Safety and Health Practices

Learning Objective: Worksite safety and health (S&H) practices – (OSHA standards, Career Ready Practices (CRP) and Standard 9.3 Career and Technical Education)

Standard addressed:	Activities that will support the standard:	How will attainment be assessed:	Met/Unmet:
Personal Protection Equipment	The student will wear appropriate personal protection equipment to stay safe on the job	By visiting and seeing the student wearing the PPE	
Shields and guards	All equipment in the place of employment will have the appropriate shields and guards in place for worker safety	By inspecting the equipment to make sure the shields and guards are attached	

Career Interests/Planning Goals

Learning Objective: Career interest's/planning goals – (NJSLs, Career Ready Practices (CRP) and Standard 9.2 Career Awareness, Exploration, and Preparation)

Standard addressed:	Activities that will support the standard:	How will attainment be assessed:	Met/Unmet:
9.2 Career Awareness	The student will work with the guidance counselors and the CIE coordinator to go over post-secondary options	By the students understanding of career and training options that are available	
9.2 Career Awareness	The student will explore all career options in their field of study and understand what training is involved	The students will use Naviance to explore career options and job availability	

Occupational/Technical Learning

Learning Objective: Occupational/technical learning – (NJSLS, Career Ready Practice (CRP) and Standard 9.3 Career and Technical Education and other recognized Industry Standards)

Standard addressed:	Activities that will support the standard:	How will attainment be assessed:	Met/Unmet:

We understand that the CEE and worksite are consistent with "Guidelines for Vocational Education Programs for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Disability," as well as with federal requirements of nondiscrimination in education programs or activities receiving federal financial assistance. 34 C.F.R. §104.4, §106.38 (a)(b), and §100.3 (c).

We have reviewed and are in agreement with the description, learning objectives, activities, and assessments, and assignment of grade and course credit of this school-sponsored CEE. We agree to complete all paperwork and maintain all documentation required for this CEE. The CEE Coordinator and the Worksite Mentor agree to conduct regular monitoring of this CEE every tenth day that the student reports to the worksite. The student agrees to uphold his/her responsibilities in compliance with this training plan.

<input type="checkbox"/>	Print Name	Date
Signature of CEE Coordinator		
<input type="checkbox"/>	Print Name	Date
Signature of Worksite Mentor		
<input type="checkbox"/>	Print Name	Date
Signature of CEE Student		
<input type="checkbox"/>	Print Name	Date
Signature of Parent/Guardian		
<input type="checkbox"/>	Print Name	Date
Signature of School Admin (Optional)		
Date		

If applicable, the following person, _____ has been trained by the district
 (Name of Person)
 nurse in the emergency of epinephrine administration for _____
 (Name of Student)

Attach this completed form to the Business/Agency Agreement for your respective CEE and the Employment Certificate (Working Papers).

NJ WORKING PAPERS PROCESS

FOR EMPLOYERS

Here's how to get started:


- 1. Create an account.** Enter your business details and email address at myworkingpapers.nj.gov. We'll send you a link to confirm your email address.
- 2. Complete your employer profile.** Once we have this information, we'll assign your business a unique 8-digit code. Give this code to every minor you hire so we can link their Working Papers application to your business.
- 3. Check your email.** We'll notify you every time a minor submits a Working Papers application for a job with your business. After you verify their information and approve their application, the minor's caregiver will be prompted to do the same from their own account. You'll get an email to let you know when the application is approved or rejected. If the application is rejected, the email will tell you the reason why and offer next steps for you to take.
- 4. Schedule their first day!** Once an application is approved, employers, minors and caregivers will receive an email, and the minor can begin working.

FOR MINORS


CONGRATULATIONS on your job offer!
Here's what to do next:

- 1. Create an account.** Enter your name and email address at myworkingpapers.nj.gov. We'll send you a link to confirm your email address.
- 2. Complete the application.** You'll need your employer's unique 8-digit code and your caregiver's name and email address to submit your part of the application. **Helpful hint:** If your employer is not registered, give us their email address and we'll send them a link to create an account.
- 3. Track your progress.** You may need to follow up with your caregiver and employer, who need to submit their parts of the application before you can start working. If your application is rejected for any reason, you can't work until you submit a new application that is approved.
- 4. Get to work!** You can start working after your application is approved.

Don't forget: If you add or change jobs, you need to submit a new Working Papers application.

 MyWorkingPapers.nj.gov

If you need help call the number >>>>

 609.659.9047

 myworkingpapers@dol.nj.gov

FOR CAREGIVERS

- 1. Check your email.** A minor applying for working papers provides their caregiver's name and email address. The caregiver receives an email with a link to complete their part of the application.
- 2. Review the application.** If everything looks good, upload the minor's proof of age and approve the application.
Acceptable proof-of-age documents:
 - Birth certificate or certified transcript
 - Minor's driver's license or learner's permit
 - Baptismal certificate
 - Bona fide contemporary record of the date and place of the minor's birth
 - Passport
 - Certificate of arrival in the United States issued by the United States Citizenship and Immigration Services (USCIS) showing age of minor
 - Life insurance policy (provided the policy is at least one year old at the time it is offered as evidence)
- 3. Not sure about this job?** If you are concerned about an aspect of the job – hours, description of duties, etc. – you can reject the application and the minor will not be able to start the job.

Note: If you do not take action on the application within two weeks, the application will be presumed approved and the minor can begin working. However, if you later reject the working papers application, the minor must stop working at that time.



MY WORKING PAPERS.NJ.GOV



NJ-5751 (6/23)