

WORKSITE LEARNING REQUIREMENTS AND INFORMATION

Students can now receive credit for work in two different ways. Students can either earn CTE Credit OR General Elective Credit depending on what they qualify for. Other FAQs can be found [here](#).

WORKSITE LEARNING FOR CTE CREDIT	WORKSITE LEARNING FOR ELECTIVE CREDIT
<p>STUDENT QUALIFICATION REQUIREMENTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have a job at a business that meets work site requirements (see requirements below) <input type="checkbox"/> Work at least 180 Hrs (½ credit) in a semester or 360 hrs (1 credit) in a year <input type="checkbox"/> Legally eligible for employment <input type="checkbox"/> 16+ Years Old <input type="checkbox"/> Employed at a job related to your High School and Beyond Plan career goal <input type="checkbox"/> Have taken (or be enrolled) in a qualifying CTE course 	<p>STUDENT QUALIFICATION REQUIREMENTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have a job at a business that meets work site requirements (See requirements below) <input type="checkbox"/> Work at least 180 Hrs (½ credit) in a semester or 360 hrs (1 credit) in a year <input type="checkbox"/> Legally eligible for employment <input type="checkbox"/> 16+ Years Old
<p>REQUIREMENTS TO RECEIVE CREDIT <i>*Credit received is a CTE Credit</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Documentation of Work Hours (Pay Stubs) <input type="checkbox"/> Parent/School Authorization form on file <input type="checkbox"/> Program Orientation <input type="checkbox"/> Employee Orientation <input type="checkbox"/> WSL Coordinator Observations <input type="checkbox"/> Pre-approval/Orientation before hours may be counted 	<p>REQUIREMENTS TO RECEIVE CREDIT <i>*Credit received is a General Elective Credit</i> <i>*Limit of 2 credits</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Documentation of Work Hours (Pay Stubs) <input type="checkbox"/> Parent/School Authorization form on file <input type="checkbox"/> Submit a student narrative <input type="checkbox"/> Demonstrate, or be assessed, on Washington State High School Financial Education Standards <input type="checkbox"/> HSBP update to reflect the paid work experience <input type="checkbox"/> Pre-approval before hours may be counted
<p>PROCESS TO APPLY Turn in the following to designated person:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parent permission form to work <input type="checkbox"/> WSL Application (From WSL teacher) 	<p>PROCESS TO APPLY <i>*The paid work experience is approved in advance and in writing by the school counselor, principal, or principal designee</i> Turn in the following to designated person:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Elective Credit Request Form and District Liability Form <input type="checkbox"/> Parent permission form to work <input type="checkbox"/> Student Narrative and pre-assessment of financial standards
<p>OTHER INFORMATION</p> <ul style="list-style-type: none"> ● The credit received is a CTE or general elective credit 	<p>OTHER INFORMATION</p> <ul style="list-style-type: none"> ● Paid hour verification must be completed by a school designee (principal, counselor, etc) once per term ● The credit received is a general elective credit

Work Site Qualifications:

- Employers are in compliance with [legal requirements](#) of the employment of minors (WAC 296-125-0200)
 - Maintain and post valid minor work permit (WAC 296-125-0210)
 - Maintain and keep on file parent/school authorization form (WAC 296-125-0260)
 - Keep on file any variances (ie: longer work hours, use of equipment that is normally not permitted)
 - Follow legal student work hours for a minor (WAC 296-125-027). *Exceptions are made for: Running Start students, married students and students who are parents.*