

**Work-Based Learning (WBL): OJT & Internship
Student Application**

Application must be Approved by School WBL Coordinator PRIOR to Enrollment

School WBL Coordinator Information

WBL Coordinator Name: _____
 WBL Coordinator Phone #: _____
 WBL Coordinator Email: _____

Student Information

Student Name: _____ Alpha Code: _____
 Counselor Name: _____ Grade: _____
 Parent/Guardian Name: _____
 Parent/Guardian Cell #: _____ Student Cell #: _____

Student Enrollment Guidelines

Student must agree to the following WBL guidelines:

- Students must be covered by the worksite's *workers' compensation and liability insurance*.
- Students are required to participate in meetings with WBL Coordinator throughout the school year.
- Students are required to turn in all district and state required paperwork and provide monthly timecards by the 5th day of the following month or the following school day if the 5th is on a weekend/school holiday.
- Students may not change WBL work sites without prior authorization and completed paperwork.
- Students must regularly attend all in-school classes and maintain passing grades to participate in WBL.
- Students must be at least 16 years of age and have transportation to be OFF campus during WBL periods.

Student Signature: _____ Date: _____

Student Employment Information

Business Name: _____
 Business Phone #: _____
 Supervisor Name: _____

Student Work Hours Information

Minimum number of work hours **per week** to be scheduled during school year (*check one*):

- 5 Hours per week* 10 hours per week 15 hours per week 20+ hours per week

* 5 hours per week is the minimum allowable work hours for program enrollment

School WBL Coordinator Approval

Student employment information has been verified and the student is approved for up to _____ WBL credits.

WBL Coordinator Signature: _____ Date: _____

**Work-Based Learning (WBL): OJT & Internship
Student Work Hours, Credit & Enrollment Policy**

WBL Work Hours Policy:

Credit(s) Earned	Work Hours Required Weekly	Number of Release Period(s)
1	5 hours	1 Period
2	10 hours	2 Periods
3	15 hours	3 Periods
4	20 hours	4 Periods
*5	25 hours	5 periods

WBL Credit Policy:

- Students can earn up to five (5) OJT credits in a 36-week school year and may repeat the OJT experience in following years to receive additional credit(s).
**Administration approval is required for enrollment in 5 periods of OJT.*
- Students must complete a CTE program prior to enrollment in the internship course or be currently enrolled in a Career Academy or CTE program. Students can earn one (1) internship credit per school year and may repeat the internship experience in the following years to receive additional credits (*up to 450 total worksite hours or 3 credits*).
- Students must work for the ENTIRE 36-week school year to earn credits.
- Students who work for 18-weeks (1 semester) can earn ½ credit.

WBL Enrollment Policy:

- Student completes WBL Student Application on reverse side and returns to WBL Coordinator.
- WBL Coordinator verifies student employment and number of eligible credits and returns approved application to school counselor.
- If enrollment request takes place after the first two weeks of the school year, students must also return the following completed documents to the WBL Coordinator prior to course enrollment:
 - Training Agreement/Training Plan
 - Business Memorandum of Agreement
 - Parent/Guardian/Student Memorandum of Agreement
- Students may not be enrolled in a WBL course during an FTE Survey enrollment blackout window:
 - Survey 2 enrollment blackout dates: September 26, 2025 - October 12, 2025
 - Survey 3 enrollment blackout dates: January 23, 2026 - February 8, 2026
- Students not in compliance with WBL guidelines must be removed from the course prior to the start of an enrollment blackout period. Non-compliance examples:
 - Missing state required paperwork
 - Not meeting minimum weekly work hour requirements
 - Non-employment
 - Not following school guidelines and/or code of conduct

Please contact Tiffany McCann, x20649 or tlmccan1@volusia.k12.fl.us if you have questions about the work hours, credit or enrollment policies.