

**Transition Training Agreement and Training Plan (10/2013)**

School District/Building: \_\_\_\_\_ School Year: \_\_\_\_\_ Date: \_\_\_\_\_

NON - CTE PROGRAM\*

IN-DISTRICT PLACEMENT AGREEMENT\*

\* SPECIAL EDUCATION TRANSITION SERVICES (Grades 9 and above). – [UNPAID ONLY]

A copy of the pupil’s transition services plan (part of an IEP) must be attached to this agreement and must directly relate to the placement as outlined in the postsecondary career and employment goals and objectives. Failure to meet this criteria WILL result in an FTE deduction.

EDP relates to placement:

**Student/Learner Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_

Birth Date: \_\_\_\_\_ Emergency Contact Information: \_\_\_\_\_

Email Address: (Optional) \_\_\_\_\_

**School District Information**

School District Name: \_\_\_\_\_ School Address: \_\_\_\_\_

Certificated Teacher/Coordinator: \_\_\_\_\_

Employment Training Specialist : \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

**Employer Information**

Name of Business: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Worker’s Disability Carrier: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Liability Insurance Carrier: \_\_\_\_\_ Policy No.: \_\_\_\_\_

**Placement Information**

Type of Placement:  Unpaid [If this is an unpaid work-based learning experience, specific, unduplicated skills that the pupil will be learning need to be listed on the training plan for each 45 hours of placement.]

Job Title: \_\_\_\_\_ Date Placement Begins: \_\_\_\_\_

Date Placement Ends: \_\_\_\_\_

Date of Safety Training that has been provided by the school or the employer. \_\_\_\_\_

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Earliest							
Latest							

Total School Classes/Hours Per Day: \_\_\_\_\_ Total WBL Hours Per Day: \_\_\_\_\_

Student is eligible to receive credit.

Dates of Site Visits (Must minimally be conducted every 30 days for a student receiving special education/transition services)

Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

[Note: Site visits must be conducted and documented; however, it is not a mandated training agreement component]

IN-DISTRICT TRAINING AGREEMENT

NON – CTE PROGRAM TRAINING AGREEMENT

### **Student Responsibilities [Local district determines these responsibilities]**

1. Any student who will be tardy or absent from the scheduled work time must notify their employer prior to start time. Failure to call in absences may result in dismissal from the program.
2. Any student who skips school, will have the work based learning placement reviewed and may be removed from the program.
3. The student will be in assigned location on days and times scheduled.
4. The student will maintain good attendance in school.
5. The student is required to complete a daily time sheet, verified by the work site. Failure to complete these required reports may result in the student failing the work experience.
6. The student is required to obtain permission from the designated certified teacher/coordinator before quitting any work-based learning placement.
7. The student will abide by all policies and procedures of the work site, school district, and the school building.
8. The student will adhere to all safety requirements specific to this placement as identified by MI-OHSA and their supervisor.
9. The student will dress appropriately for the work site and exhibit acceptable hygiene.
10. The student will complete work assignments in a timely manner.
11. The student will maintain grades in all subject areas.
12. Should any problems arise at work or school that may affect the student's placement, the student should notify the coordinator immediately.
13. If the student is dismissed from the worksite due to attendance, behavior, or other issues, this may result in a loss of credit and/or a reduced schedule for the remainder of the semester.

### **School Responsibilities [Local district determines these responsibilities]**

1. The placement relates to the student's career/education goals as outlined in their education development plan (EDP).
2. The Work Based Learning Program operates during the school day. IN DISTRICT placements are on school premises, NON – CTE work based learning placements are in the community.
3. The vocationally certificated teacher/coordinator makes at least one visit, every 30 school days.
4. The student is regularly supervised by certified staff and provided instruction in areas of skill attainment and work safety.
5. The student is eligible to receive credit towards a high school diploma for the work-based learning experience.
6. The daily attendance is recorded by the certified teacher/coordinator.
7. The certified teacher/coordinator will evaluate the student's performance at the worksite, with input from the worksite.
8. The certified teacher/coordinator will address and attempt to resolve any areas of concern.
9. The student is covered by the school district's liability insurance for the time the student spends in the non-paid training program.

### **Employer Responsibilities [Local district determines these responsibilities]**

1. The employer will provide the trainee with an occupational training experience following the job duties listed in the training plan and provide specific instruction on the use of any equipment or materials related to job duties. Documentation of this instruction should be maintained in the student's training plan.
2. The employer will ensure the student learner's employment training activity is supervised by an experienced and qualified person ( work-based mentor), and will complete trainee performance evaluations and verify attendance as required.
3. A written evaluation of student performance will be completed based on the performance elements and job skills listed in the training plan.

4. The employer will provide a training site that is free of obvious hazards that could cause potential injury or harm to the student.
5. The program must not violate the Fair Labor Standards Act, the Youth Employment Standards Act and any other federal, state and local laws and regulations, including those that prohibit discrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability.
6. The program is designed primarily for the benefit of the student; assignments are progressive in nature; no wage entitlement; students do not displace employees.
7. The training, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.
8. The employer that provides the training site receives no immediate benefit from the student's performance, and in fact, the daily operations may be impeded.
- 9 The student is not necessarily entitled to a job at the conclusion of the training period.

The signatures below certify that all parties agree that the training of the student learner will conform to all federal, state and local laws and regulations, including those that prohibit discrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability.

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Student Signature

Date

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Parent or Legal Guardian Signature

Date

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Certificated Teacher/Coordinator Signature

Date

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Principal or Designee Signature

Date

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Employer Signature

Date

**NOTICE OF NONDISCRIMINATION:** It is the policy of the \_\_\_\_\_ School District not to discriminate on the basis of race, color, national origin, gender, age, disability, height, weight or marital status in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Administrative Assistant, 222 Education Avenue, \_\_\_\_\_, MI 48888, (313) 555-8888. Upon request to the school district superintendent, the district shall make reasonable accommodations for a person with disabilities to be able to participate in this program.

Required Attachment: Student's IEP Transition Plan

### **Training Plan**

**IN ORDER FOR THIS TRAINING AGREEMENT TO BE VALID, A RELATED TRAINING PLAN FOR THE PUPIL BEING PLACED MUST BE ATTACHED OUTLINING THE SPECIFIC PERFORMANCE ELEMENTS/JOB SKILLS THAT THE STUDENT WILL BE LEARNING.**

Training plans for IN DISTRICT or NON – CTE Work Based Learning Performance Elements may be developed from sites such as: <http://online.onetcenter.org> [An unpaid work-based learning experience, specific, unduplicated skills that the pupil will be learning need to be listed on the training plan for each 45 hours of placement.] An additional site to consider for developing IN DISTRICT or NON-CTE Work-Based Learning performance elements from the related CTE program standards can be found on MCCTE Navigator: <http://ctenavigator.org> Go to "Program Tab" and select related Federal Cluster and then select specific CTE program.

