

APPROVAL FORM: UNPAID WORK EXPERIENCE IN AN
IRS-APPROVED COMMUNITY-BASED TAX EXEMPT/ NON-PROFIT ORGANIZATION

This form is to be used for the approval of Unpaid Work-based Learning Experience in a community-based tax exempt/non-profit organization for a student enrolled in a Career Pathways/CTE program approved by the CT State Department of Education. Directions:

- Fill in all fields with the requested information.
Complete the attached work-based learning plan that describes the work-based learning activity and its connection to the Career Pathways curriculum and identifies Student Learning Objectives linked to the student's Career Pathways individualized program of study/Student Success Plan.
Attach documentation of the employer's non-profit status if the State Department of Education doesn't have it on file.

Note:

- Except for the unpaid, exempted work sites approved by the CT State Department of Labor, all other work-based learning activities must be paid in accordance with Connecticut's minimum wage statutes.
The UNPAID waiver may not be utilized for work experience determined to be hazardous under CT child labor laws.
Approval is NOT necessary for school-based enterprises.
Check off one of the categories below that identifies the student's unpaid work-based learning experience to be covered by this waiver:
Volunteer work in an established program of a bona fide IRS-APPROVED COMMUNITY-BASED TAX EXEMPT, NON- PROFIT ORGANIZATION
Supervised Agricultural Science Experience (SAE)
Career Pathways structured classroom work-based activity with a community service learning component

Student's Name: Date of Birth:

Career Pathway/Cluster approved by the CT Department of Education:

Student Career Pathways Supervisor:

School: Phone: E-mail:
Address:
City: State: Zip:
Career Path Coordinator Name: School-year Summer
Work Site Name: Phone:
Non-profit documentation is attached On file at SDE (previously utilized SAE site):

Work Site Mentor Name: Phone: E-mail:
Address:
City: State: Zip:
Start Date: End Date: September 30,

Student Signature Date Parent or Guardian Signature Date

Principal's Signature Date Career Pathway Supervisor Signature Date

Department of Education Work-based Learning Consultant Approval Date

Department of Labor Approval: Signature and Title Date

## Universal Structured Work-based Learning Plan

Student Name:

Work Site Title:

School Name:

Career Pathways Program  
Supervisor Name:

Employer Name:

Work Site  
Mentor Name:

Start Date:

End Date: September 30,

Placement:

Career Pathways paid, credit-bearing, Work-based Learning Experience (All Career Pathways)

Agricultural Science and Technology Education paid/unpaid Supervised Agriculture Experience (SAE)

Other paid Work-based Learning Experience (describe):

UNPAID Work-based Learning Experience.

Career Learning tasks should be aligned to established education/industry performance standards: (Check which standards are aligned)

CTE Performance Standards/Competencies: [http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Career/perf\\_stand\\_comp.pdf](http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Career/perf_stand_comp.pdf)

Other National and/or Industry-recognized Skill Standards:

Career Learning Tasks	Competency/Source
1. Complies with labor and safety regulations on the job.	CTE <b><i>“WorkSafe!”</i></b> Curriculum; or other Safety Awareness Training (indicate):
2. Exposed to “All Aspects of the Industry”	Industry/Business Partner
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

List all power equipment the student will be required to operate at the work site.

Additional tasks may be added to supplemental sheets if necessary.



7. Inform all parties in the case of illness, personal emergencies or possible layoff/dismissal from the employment placement;
8. Prepare, maintain and make available all necessary records required for the Commissioners of Education and Labor and their agents; and
9. Inform all parties of work-based learning schedules.

**The following safeguards, adapted from the School-to-Work Opportunities (STWO) Act and Carl D. Perkins legislation, will be implemented and maintained throughout all program activities:**

1. No student shall displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).
2. No work-based learning program shall impair existing contracts for services or collective bargaining agreements, and no program funded under this notice shall be undertaken without the written concurrence of the labor organization and employer concerned.
3. No student shall be employed or fill a job:
  - i. When any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent job with the participating employer; or
  - ii. When the employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created with the student.
4. Students shall be provided with adequate and safe equipment and safe and healthful workplaces in conformity with all health and safety requirements of Federal, State and local law.

*The State of Connecticut Departments of Education and Labor are committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.*

Student:

Signature

Date

Parent/Guardian:

Signature

Date

Employer:

Signature

Date

School Career Pathways  
Supervisor:

Signature

Date

Work site Mentor:

(Check if mentor and employer is the same individual.)

Signature

Date