TRAINING AGREEMENT
WORK-BASED LEARNING
ALPINE SCHOOL DISTRICT

Check one: _____ Job Shadow _____ Internship _____ Cooperative Career and Technical Education (CCTE)

Trainee/Intern_____ SEOP Career Goal/Field _____
Home Address _____ Home Phone _____ Birthdate _____ Age _____
City, State Zip_____ WBL Periods Assigned _____ Related Class _____
School Coordinator _____ Home High School _____ Grade _____

Employer/Business Partner Information:
Company Name_____ Immediate Supervisor _____ Phone # _____
Address _____ Scheduled Hours/Days _____
Beginning Date of Employment _____ Hours/Week _____ Wage Per Hour (If Paid Experience) _____

School Coordinator will:
(1) Ensure there is related instruction and serve as a consultant to all parties concerned with this Training Agreement,
(2) Determine the amount of high school credit and the term grade the trainee will receive,
(3) Ensure that regular contact is made with the trainee's employer/supervisor,
(4) Ensure that a written evaluation is obtained from employer each term.

_____ _____
School Coordinator's Signature Date

Cooperating Employer/Supervisor will:
(1) Assume responsibility for meaningful training and a safe workplace,
(2) Consult the school coordinator regarding problems related to the work experience and contact the school coordinator promptly before considering suspension, transfer, or termination,
(3) Meet with school coordinator to provide evaluation of trainee/intern's work,
(4) Conform to state and federal labor laws,
(5) Have workers' compensation under which trainee is covered (if paid experience),
(6) Schedule the student trainee/intern on periods of school assigned to Work-based Learning,
(7) Provide verification of work and attendance records,
(8) Assure work related experiences are offered to all students regardless of race, color, national origin, sex, or disability.

_____ _____
Cooperating Employer/Supervisor's Signature Date

Trainee/Intern will:
(1) Strive to develop good work habits,
(2) Maintain a high level of attendance/performance at school and at the work site (including seminars if internship),
(3) Maintain a grade of "C" or higher in the class related to your work-based experience,
(4) Submit work records to school coordinator on or before each due date,
(5) Consult school coordinator, as well as the employer/business partner, about any problems,
(6) Be at the work site during periods released from school for work-based learning experience,
(7) If CCTE, work a minimum of 10 hrs/week or number of school hours released from school, whichever is greater,
(8) Maintain confidentiality as required of company employees.

_____ _____
Trainee/Intern's Signature Date

Parent/Guardian will:
(1) Support the student's participation in the Work-based Learning Program,
(2) Assume responsibility for transportation as needed.

_____ _____
Parent/Guardian's Signature Date

Alpine School District Career and Technical Education opportunities are offered to all students regardless of race, color, national origin, sex, or disability.

Revised 2-28-05 **FORM CTE-003D**