

Work-Based Learning Checklist

In accordance with the Louisiana Department of Education's Work-Based Learning (WBL) Guidelines, the following items are required for all students participating in high-quality work-based learning experiences.

Documentation Maintained:

- Employment Certificates:** Valid employment certificates for each WBL student, as mandated by R.S. 23:181 et seq.
- Training Memoranda:** Jointly developed training memoranda between the school system and employers for both classroom instruction and on-the-job training phases, detailing specific skills and knowledge to be acquired, and risk management considerations.
- Skill Competency Records:** Documented records of skill competencies attained by each student throughout the WBL program.
- Employer Evaluations:** Complete evaluations of each student's on-the-job performance for every grading period, as submitted by the employer.
- Teacher-Coordinator Visit Logs:** Records of teacher-coordinator visits to each student's workplace, conducted at least two times during the academic year or semester, or at least one time during summer months for students employed in WBL programs, as applicable.
- Individual Graduation Plans (IGPs):** Updated IGPs for each student, reflecting their participation in WBL and alignment with career interests.

Program Compliance:

- Classroom Instruction:** Incorporates career navigation, financial literacy, and workplace behavioral competencies, including communication, teamwork, leadership, and problem-solving.
- Teacher-Coordinator Qualifications:** All WBL instructors hold appropriate certifications, such as a valid CTTIE certification, agriculture certification, or a Level 2 Louisiana teaching certificate with requisite experience or training.
- Student Placement:** Students are placed in training stations within four weeks of the program's commencement, with placements aligning to their career interests or regional workforce demands.
- Program Duration and Scheduling:** WBL programs meet or exceed the following:
 - Internships require 26.55 hours of classroom instruction and 106.2 hours of on-the-job training.
 - Cooperative Education requires 5 hours of CTE-related classroom instruction per week and 15 hours of on-the-job training per week.