


Minor Worker Protection Employment Certificates Career & Technical Education Overview (CTE)

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Office of Workforce Development



Purposes of Minor Worker Protection

To prevent minors from working in hazardous occupations or under conditions that could be injurious to their life, health, safety and/or welfare.



To facilitate a mutually beneficial and rewarding experience for employers, parents and the young people who will become the adult workforce of tomorrow.

Minor Worker Employment Certificates



Title 23, Chapter 3, of the Louisiana Revised Statutes contains the laws related to employing minors.



§182 requires all employers to procure and keep on file an Employment Certificate for each minor employed (with very specific exceptions).



ECs may be issued by the Parish's School Superintendent, a School Principal, or their designated representative who has been approved by the Louisiana Workforce Commission as an Issuing Officer.

2 Types of Issuing Officers

2 Types of Employment Certificates

Standard Issuing Officers

- Authorized to issue ALL Standard Employment Certificates
- (ex. summer job, after-school job with no formal educational component)

Career and Technical Education Issuing Officers

- Authorized to issue CTE Employment Certificates to their students **only**
- (Registered student learners in job training programs approved and administered by the Louisiana Department of Education, Office of Career and Technical Education or Louisiana Community and Technical College System.)

Neither Employment Certificate is transferable.

What's the difference?

Standard Employment Certificate

- No expiration date
- Application To Employ Minor
- Completed and signed by:
 - Employer Representative
 - Parent/Guardian
- Prohibited occupations apply

CTE Employment Certificate

- Requires termination date
- Training Memorandum
- Completed and signed by: Training Station Employer
 - Parent/Guardian
 - Teacher-Coordinator
 - Student-Trainee
- Prohibited occupations exemptions exist



Prohibited Occupation Exemptions



A Registered Student Learner with a CTE Employment Certificate may be exempt if:

- The hazardous work is incidental to training.
- The hazardous work is intermittent, for short periods and under direct and close supervision of a qualified, experienced person.
- Safety instruction is provided by the school and correlated by the employer with on-the-job training.
- A schedule of organized and progressive work processes to be performed have been prepared and are a part of the written agreement.
- The written agreement is signed by all parties.

What rules apply to both?

Under 16 years of age

- Maximum of 3 hours per day, 18 hours per week, when school is in session
- Cannot work between 7pm and 7am, except from June 1-Labor Day

16 year olds

- Cannot work between 11pm-5am prior to a school day

17 year olds

- Cannot work between 12am and 5am prior to a school day



How to become a CTE Issuing Officer


School Superintendent, Principal or other designated representative submits candidate's name to LWC's Minor Worker Protection Unit



LWC sends candidate a link and login to the required online training course



Candidate passes the required training with a perfect score of 100% and receives a Certificate of Completion



The candidate is now an Authorized Issuing Officer in LWC's database and can issue CTE Employment Certificates

How to issue a CTE Employment Certificate



CTE Teacher-Coordinator, Training Station Employer, student-trainee, and parent/guardian collaborate to complete the Louisiana Department of Education's Training Memorandum, including the required conditions and signatures.



CTE Teacher-Coordinator completes and submits the electronic CTE Employment Certificate via LWC's website.



CTE Teacher-Coordinator issues the CTE Employment Certificate to the student-trainee. The student-trainee brings it to the Training Station Employer.

School maintains a copy of the certificate for 3 years.

Employer maintains the certificate for 2 weeks after the minor's contract termination date.

CTE Employment Certificate

State of Louisiana
Workforce Commission
Office of Workforce Development
Minor Division

Employment Certificate

* This Certificate does not authorize employment contrary to the provisions of any Federal law.

Date of Issue: 08/08/2024

Issued under the provisions of Act 301 of 1908 As Amended

1. Name of Minor: First: [Redacted] MI: [Redacted]

Physical Address: [Redacted]

City: [Redacted]

State: [Redacted] Zip: [Redacted]

2. Date of Birth: 01/09/2007 3. Age at issue: 17

4. Sex: Female

5. Specify evidence of age accepted:
School record or school identification showing the minor's age

6. High School Graduate: No GED? No

CTE Yes Date of Termination: 05/15/2025

Pursuant to the authority vested in me by law, I hereby certify that the above named minor, until this certificate is canceled or revoked, is authorized to accept employment as specified above under all the conditions and provisions imposed by the law of the State and rules and regulations of the Assistant Secretary, Office of Workforce Development, State of Louisiana

10. Signature of Minor:

7. Name of Employer: [Redacted]

Physical Address: [Redacted]

City: [Redacted]

State: [Redacted] Zip: [Redacted]

Telephone: [Redacted]

8. Industry: PS Personal Services

9. Occupation of Minor: Dental Assistant
(Give specific job tasks) X Rays, Instrument Sterilization, room prep, chairside

Parish: [Redacted]

Issuing Officer: [Redacted]

Signature of Issuing Officer: [Redacted]

Title: [Redacted]

Physical Address: [Redacted]

City: [Redacted]

State: [Redacted] Zip: [Redacted]

This certificate is non transferable. The employer is required to maintain the certificate on file for a period of 14 days after termination of the minor's employment.

Original signed form is to be returned to the employer. Make copy of signed copy for issuing office.

LDOL OL 824 (Revised 08/12/2011)



Questions?

Minor Worker Protection Team

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