

Funding for Internships

Provides one-time funding per course/student for internship enrollment. This funding shall be utilized to support costs associated with the delivery of internship programs. Before releasing funds, the school system must: (1) report student enrollment into the [Course Choice portal](#) in the LDOE Internship course, and (2) email the attestation below to validate that the student enrollments meet the [Work-Based Learning](#) requirements. Attestations must be emailed to coursechoice@la.gov.

Work-Based Learning Program Compliance Attestation

In accordance with the Louisiana Department of Education's Work-Based Learning (WBL) Guidelines and Louisiana Administrative Code Title 28, § CXV-3113, I hereby attest that our school system maintains comprehensive documentation for all students participating in WBL programs, ensuring adherence to all stipulated requirements.

Documentation Maintained:

1. **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.
2. **Skill Competency Records:** Documented records of skill competencies attained by each student throughout the WBL program.
3. **Employer Evaluations:** Complete evaluations of each student's on-the-job performance for every grading period, as submitted by the employer.
4. **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.
5. **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 minimum Level 2 Louisiana teaching certificate with requisite experience or training, and the CTTIE: Workforce Development and 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 minimum required instructional minutes and are scheduled in accordance with state guidelines.

I affirm that all documentation is current, accurately reflects student progress and program compliance, and is readily available for review by authorized personnel.

Authorized Signatory:

Name: _____ Title: _____

School System: _____

Signature: _____ Date: _____