



KNOX COUNTY SCHOOLS

WORK BASED LEARNING QUICK REFERENCE GUIDE

Teacher WBL Requirements

- Attend 1-day TDOE training session and earn one PLC credit during school year to receive initial certification
 - Recertify by participating in a 1-day regional PLC
- Assure student meets the student WBL requirements
- Complete, manage and maintain all WBL student records

Student WBL Requirements

- Be at least 16 years of age
- Be on track to graduate and not lacking in credits for their grade level
- Have a 90% attendance rate
- Must be completing Work-Based Learning: Career Practicum (6105) as the 3rd or 4th course in the CTE program of study/elective focus and placed within an aligned occupation

General WBL Requirements

- For paid experiences, all workplaces must be considered licensed businesses
- For paid experiences, Worker's Compensation must be provided (all businesses employing 5 or more workers are required to provide WC)
- Students must be at the worksite the equivalent number of hours they would be in the classroom per week (135 total hours). Parents must provide transportation and auto insurance required if students are placed off campus.
- Course standards, covering soft skills, must be addressed and competency information must be recorded in e-TIGER for all students receiving credit in course 6105 or other CTE Specialized Practicum courses

Specialized WBL Requirements

Healthcare Placement

- Healthcare related experiences, where there is anticipated contact with patients, must be under the supervision of a health science instructor
- Healthcare WBL experiences are part of Clinical Internship
- All healthcare placements must be enrolled in health science courses
- OSHA and HIPAA training must be on file for 7 years
- Health Insurance, Physical Exam, Vaccines, and CPR training are required
- Hazardous Occupation Exemption Forms must be in place
- Medical liability policies must cover each participant
- Safety exams, indicating 100% mastery, must be kept on file for 7 years after the experience
- Clinical Internship students must complete the WBL Portfolio

Construction, Manufacturing, & Automotive Placement

- Must be under the supervision of the program of study instructor, or program of study instructor must perform initial safety visit in conjunction with WBL certified instructor
- Hazardous Occupation Exemption Forms must be in place
- Students can only perform the hazardous occupation for one hour per shift
- Safety tests indicating 100% proficiency must be on file and kept on file 5 years after the placement