



WORK BASED LEARNING QUICK REFERENCE GUIDE

Teacher WBL Requirements

- Attend 2 day TDOE training session to receive 2 years' certification
 - Recertify by attending 4 of 6 regional PLCs within 1 year
- 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
- Work-Based Learning: Career Practicum (6105) course may substitute for the Level 4 offering in all programs of study

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)
- 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
- 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.