

Nashoba Valley Technical High School
 School to Career – Vocational Technical Cooperative Education Program
CHECKLIST

Student Name: _____ ID#: _____

Technical Program: _____ Grade: _____

<u>Phase I: Eligibility</u>	<u>Date received</u>	<u>Director's Initials</u>
Resume	_____	_____
Cover Letter	_____	_____
Career Plan (see guidance counselor)	_____	_____
OSHA Safety Certificate	_____	_____
Completed Application	_____	_____
Work Based Learning Plan	_____	_____

Students may not progress to Phase II until all components of Phase I are complete.

Phase II: Establishing Placement

Worksite Permission form	_____	_____
Employment Permit (Principal's Office)	_____	_____
School/Parent/Employer Contract	_____	_____

Students may not progress to Phase III until all components of Phase II are complete.

Phase III: Cooperative Placement Employer Paperwork (completed by Cooperative Placement Coordinator or technical instructor)

Employer CORI and License Copy	_____	_____
Workers Compensation Certificate	_____	_____
Initial Site Safety Checklist	_____	_____
Notification of start date	_____	_____

Once Student has been placed on Cooperative Placement

Start Date: The student, technical instructor, and Dean of Students will be notified of the official cooperative placement start date by the Cooperative Placement Coordinator.

Time Cards: Students must turn in weekly time cards signed by their supervisor and instructor to the Cooperative Placement Coordinator.

School-to-Career Connecting Activity: Students must turn in a one paged typed summary of work experiences for each technical week to the Cooperative Placement Coordinator.