

Michigan Career Placement Association Fall Conference 2007

Work-Based and Experiential Learning
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Michigan Department of Education Pupil Accounting Manual

- www.mpaaa.org select the resource tab to locate the pupil accounting manual.
- Work based pupils are non-conventional, Population III.
- Work-based requirements can be found in section 5-P of the pupil accounting manual.

Types of Work-Based Learning Programs

Section 5P – Work-Based Learning Experiences Non-CTE Programs:

- 1) Paid or Unpaid Work-Based Learning Experiences
- 2) Work-Based Learning Experiences for Pupils with Disabilities
- 3) In-District Placement/Transition Services

Types of Work-Based Learning Programs

5P – Work-Based Learning Experiences State Approved Career and Technical Education (CTE) Programs:

- 1) Paid or Capstone Work-Based Learning Experience State-Approved CTE Programs
- 2) Unpaid Work-Based Learning Experience State-Approved CTE Programs
- 3) In-District Unpaid Work-Based Learning Experience State Approved CTE Programs
- 4) Unpaid Training State-Approved CTE Less-Than-Class-Size (LTCS) Programs

**Definition of Terms, PAM pg. 5P-1
Unpaid Trainee**

The following federal criteria must be met for a pupil to be considered as unpaid trainee:

- The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in school where curriculum is followed and students are under the continued and direct supervision of the representatives of the school or business.

- The training is for the benefit of the trainee or student.
- The employer who provides the training derives no immediate advantage from the activities of the trainees or students.
- The trainees or students are not necessarily entitled to a job at the conclusion of the training period.

- The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.
- Must have a written training agreement and training plan in place.
- Under federal definitions, training must not be for more than a total of 45 hours per specific training experience.

Career and Technical Education State-approved Programs (50%)

All Engineering, Manufacturing and Industrial Technology (EMIT) career pathway CTE Programs and Arts and Communications career pathway CTE Programs are at least 14,400 minutes. Pupils can be placed from these classes after successfully completing 7,200 minutes. All other CTE career pathway programs are at least 7,200 minutes. Pupils can be placed from these programs after successfully completing 3,600 minutes.

Performance Elements

A requirement contained under the "written training plan" is a list of performance elements established by the Office of Career and Technical Preparation (OCTP) that contribute to the pupil's progress toward a career objective. The performance elements shall be used to assess the pupil's progress.

<http://www.michigan.gov/mdcd/o.1607,7-122-1680.2629.2733-145785--,00.html>

Listing of State Approved CTE Programs

- http://www.michigan.gov/mdcd/0,1607,7-122-1680_2629_8420-149311--_00.html

Training Agreement

- A written contract that clarifies the specific responsibilities of the student learner, the employer, the parents, the teacher/coordinator, and the school district.
- Must be on file at the employer's worksite prior to the pupil beginning work in order for the student learner to be legally employed.
- Training agreements cannot be written to exempt students from provisions of the federal child labor regulations.

Training Agreement Includes:

- a) Pupil's personal information name, home address, telephone number, date of birth, and emergency contact information.
- b) School's name, address, telephone and contact person.
- c) Employer's name, address, telephone number and contact person.
- d) A list of employer, school, and pupil responsibilities.

- e) Beginning and ending dates of the agreement.*
- f) The daily hours to be worked that include beginning and ending times.*
- g) Beginning rate of pay, if paid work-based learning experience.
- h) Verification that employer has worker's disability compensation and general liability insurance.*
- i) Verification of appropriate safety instruction provided by the school district or the employer (may also be on verified on the training plan).**

- j) Signatures of the principal or his/her designee, vocationally certificated teacher or coordinator, pupil, parent or legal guardian, and training station supervisor (employer).
Note: If training plan and agreement are combined into one document, only one set of signatures is required.*

- New (beginning 2008-09)**
- k) A statement of assurance signed by the employer that a pupil will not be discriminated against on the basis of race, color, religion, national origin, sex, age or disability.
 - l) A district statement of assurance of compliance with federal laws relating to nondiscrimination.

Training Plan

The District had a written training plan in place on the count date which included:

- a) Verification by the certificated teacher that the pupil's career or educational goals as outlined in their EDP relate to the placement. For CTE placements verification must be made by a vocationally certified teacher or coordinator.*
- b) List of performance elements that contribute to the pupil's progress toward a career objective. The performance elements shall be used to assess the pupil's progress.*

- c) For CTE placements performance elements must be used
- d) Identification of the academic course(s) that generate credit toward a high school diploma that a pupil is currently enrolled or was previously enrolled in that relates to and prepares the pupil for job placement (refers to Work-based Learning Experience Non-CTE programs)*
- e) Note: No academic related class is necessary for Special Education work-based learning.

- f) Signatures of the principal or his/her designee, vocationally certificated teacher or coordinator, pupil, parent or legal guardian, and training station supervisor (employer).*

Note: If the training agreement and plan are combined then only one set of signatures is required

**Non-CTE Programs--Subsection D
Paid or Unpaid Work-Based learning
experience may be counted for
membership if all of the following are met:**

- Pupil must be grades 9 to 12
- Work experience must be monitored by a designated school certificated teacher.
- Pupil must be eligible to receive credits towards high school diploma for the work-based experience.

- Federal & State regulations regarding employment shall be followed (not more than 48 hours school/work combined hours in one week).
- Work-Based learning experience doesn't generate more than half the pupils FTE.
- Employment shall not exceed the maximum hours set by the district.
- District shall have a written training agreement in place by the pupil membership count date.
- District shall have a written training plan in place by the pupil membership count date.

- Employer or coordinator must maintain & verify records of the pupil's attendance throughout the duration of the training agreement.
- Regular visitation plan, calling for at least one visit every 9 week period to the site by the certificated teacher, after first visiting the employer to establish the training station, must be developed with each employer. SE visitation must comply with Rule 340.1733(i).

In addition the following requirements apply to un-paid work-based learning experiences:

- Training experience must not be for more than a total of 45 hours per specific training plan.
- The work experience must occur during scheduled classroom time, unless a special exception is documented. For special exceptions, the training plan & training agreement must reflect the alternate hours & a certificated teacher must be available to monitor this experience during the pupil's training hours.

Work-Based Learning experiences for Pupils with Disabilities

Pupils receiving special education services that require additional programming option, reference MI Administrative Rules governing Special Education Programs and services, Rule 340.1733(i)

Work-site based learning experience, either paid or unpaid, is delivered through the special education delivery system.

Must Have:

Written training agreement (training plan), signed by the principal or his/her designee, certificated teacher or coordinator, pupil, parent or legal guardian, and the training station supervisor (employer).

The agreement shall set forth all the following information:

- Expectations & standards of attainment
- Job activities
- Time & duration of the program
- Wages paid to the pupil, if applicable
- Related instruction, if applicable

For a special education pupil receiving work-site based learning experiences under R340.1733(i) to be counted in special education membership, the following must occur:

- Pupil must be enrolled & assigned to a special education teacher
- District shall have a written training agreement in place by the pupil membership count day
- Employer must maintain verified records of the pupil's attendance

■ The number of worksite hours counted for membership must not exceed the maximum number of worksite hours allowed to be counted for membership, as determined by the district

■ A staff member must visit the pupil and the pupil's supervisor at the job site at least once every 30 calendar days

In-District Placement/Transition Services

A pupil receiving special education services under a transition services plan may be placed in the district. This placement must be directly related to the postsecondary career & employment goals & objectives in the pupil's transition plan. **A copy of the pupil's transition plan must be attached to an unpaid in-district placement agreement and must directly relate to the placement. Failure to attach a copy of the pupil's transition services plan to the in-district placement agreement will result in a FTE deduction.**

In-district placement form shall be in place by the pupil membership count and contain the following:

- Pupil's personal information including name, home address, telephone number, birth date, & emergency contact information
- Beginning and ending date of placement.
- The daily hours to be worked that include beginning & ending times
- A list of school & pupil responsibilities


- Verification of appropriate safety instruction provided by the school district
- Signatures of the principal/designee, vocationally certificated teacher or coordinator, pupil, and pupil's parent or legal guardian

Work-Based Learning State Approved CTE Programs (Subsection E)

General guidelines that apply to all CTE placements:

- The employer or vocationally certificated teacher or coordinator shall maintain & verify records of the pupil's attendance throughout the duration of the training agreement.
- A vocationally certificated teacher or coordinator shall develop a regular visitation plan, after first visiting the employer to establish the training site, that includes at least one site visit every nine-week period.

■ Federal & state regulations regarding the employment of minors shall be followed.



Paid or Capstone Work-Based Learning Experiences

These pupils may be counted in membership if all of the following are met:

- Pupil enrolled in a state-approved CTE program must be in grades 11 to 12
- Experience must be monitored by vocationally certificated teacher or coordinator employed by the district
- Pupil must be eligible to receive credit towards a high school diploma for the work-based learning experience

- The work-based learning experience shall not generate more than one-half of the pupil's total FTE
- Employment of the pupil shall not exceed the maximum hours set by the district
- The pupil must have successfully completed 50% or more of the minimum number of minutes allowed for a State-Approved CTE program

- The pupil shall attend at least one 40-minute session per week taught by a vocationally certificate teacher or coordinator in either of the following:
 - The related State-Approved CTE classroom
 - A district-approved educational course, with academic objectives, related to pupil's career & educational goals

- Unpaid Work-Based Learning Experiences**
- May generate added cost funding pursuant to State School Aid Act section 61a and may be counted in membership if all of the following are met:
- Pupil enrolled in a state-approved CTE program and is enrolled in grades 11 to 12
 - The experience is monitored by a vocationally certificated teacher or coordinator employed by the school district

- Pupil is eligible to receive credit toward high school diploma for the work-based learning experience
- Training shall not be more than a total of 45 hours per specific training experience
- Work experience occurs during the scheduled classroom time, unless a special exception is documented
- The district shall have a written training agreement & plan in place

In-District Unpaid Work-Based Learning Experiences

Pupils are eligible to generate added cost funding pursuant to State School Aid Act section 61a and may be counted in membership if all of the following are met:

- Pupil is enrolled in grades 11 to 12
- The program is on a list of state-recognized CTE programs eligible for in-district placement shall be established by OCTP
- Work-based learning experience shall not generate more than one-half of the pupil's FTE

- The experience is monitored by a vocationally certificated teacher or coordinator employed by the school district
- Pupil is eligible to receive credit towards a high school diploma for the work-based experience
- Training shall not be for more than a total of 45 hours per specific training experience

- District shall have an in-district placement agreement in lieu of training agreement in place by membership count day containing:
 - Pupil's personal information including name, home address, telephone number, birth date, & emergency contact information
 - Beginning and ending dates of placement
 - Daily hours to be worked that include beginning & ending times

- A list of school & pupil responsibilities
- Verification of appropriate safety instruction provided by the school district
- Placement relates to a state-approved CTE program, the completed in-district agreement must identify the program serial number (PSN). If the PSN number is not filled in, it will result in an FTE deduction
- District shall have a training plan

Currently recognized state-approved CTE program unpaid in-district placements:

| CIP Code | Program Name |
|----------|--|
| 11.100 | Information Technology |
| 52.0299 | Business management and Administration |
| 52.1999 | Marketing/Entrepreneurship |
| 12.9999 | Personal and Culinary |
| 52.0800 | Finance |
| 51.0000 | Health Science |
| 13.0000 | Education General |
| 19.0700 | Child & Custodial Care Services |
| 43.0100 | Public Safety/Protective Services |
| 46.0401 | Building Maintenance |
| 47.0201 | Heating, AC, Ventilation & Refrigeration |
| 47.0613 | Medium/Heavy Truck Technician |

- Experiential Learning Courses
Section 6
Beginning 2007-08 school year**
- Pupil is enrolled in grades 9 to 12.
 - Course is supervised by a certified teacher
 - A grade and credit must be given based on assessment.
 - Attendance must be taken and documented.
 - The experience must be a local school district approved curriculum/course with identifiable content standards and expectations & must be progressive in nature.

- Learning objectives shall not be general employability skills such as punctuality & developing good work habits.
- Shall not be used solely as the one course requirement for eligibility to participate in dual enrollment.
- Limited to one experiential learning course per semester.

- The pupil shall not replace a regular employee.
- Course is a combination of instruction & direct experience.
- Must have a current EDP in place.

- Examples of Experiential Learning Courses eligible for membership:**
- Library Assistant course that is board approved and curriculum based. (Syllabus, tests and quizzes, letter graded).
 - Teacher assistant course assigned to tutor or mentor other students. (Syllabus, tests and quizzes, letter graded)
 - Physical Education teacher assistant. (Syllabus, tests and quizzes, letter graded).

Examples of Experiential Learning Courses that are NOT eligible for membership:

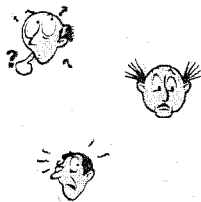
- Pupils enrolled in grades other than 9 to 12.
- Teacher's aide who's primary function is to perform menial tasks such as photocopying, delivering and retrieving messages, taking attendance, emptying trash, washing tables or other errands.
- Nurse Aide
- Office Aide
- Janitor Aide
- Cafeteria Aide

Experiential Learning

- Special Education pupils may participate. Must meet all Experiential Learning guidelines to be counted in membership.
- (PAM, 6-2) This does not prevent the in-district placement of pupils into these areas if the work-based learning experience relates to a state-approved career and technical education program OR it is directly related to the postsecondary career & employment goals and objectives in the pupil's transition services plan developed for a pupil receiving special education services (sect. 5-p).

Auditors Are our Friends....

Don't become frustrated, become an MPAAA Member or have someone from your district become a member. Information can be found at www.mpaaa.org



MICHIGAN PUPIL ACCOUNTING AND ATTENDANCE ASSOCIATION
2011-2012 MEMBERSHIP APPLICATION

Fill in the information you request and return this form with payment to the following:

Member Name: _____
 District: _____
 Job Title: _____
 Business Address: _____
 E-mail Address: _____
 Home Phone: _____ Cell: _____
 Fax Number: _____ County: _____ District: # _____

Send to: 2011-2012 Member Application
P.O. Box 10000, Grand Rapids, MI 49508

Send application and fee to:
Michigan MPAAA, 2011-2012
2011-2012 Membership Application
2011-2012

Phone: 616-941-2000 (toll-free) 616-941-2001
Fax: 616-941-2002 (toll-free) 616-941-2003
E-mail: info@mpaaa.org

Where to Get More Information

- EDP Fundamentals
www.michigan.gov/documents/edpfund_18129_7.pdf
- Michigan Pupil Accounting and Attendance Association
www.mpaaa.org
- Michigan Department of Education
www.michigan.gov/mde
- Occupational Information Network (O*NET)
<http://online.onetcenter.org>
- Department of Labor and Economic Growth-Guide for Risk Management
www.michigan.gov/mdcd
