



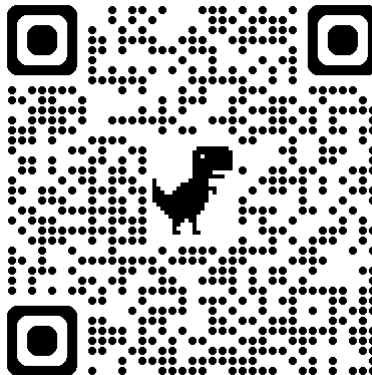
# 2024-25 RHS Work-Based Learning Education Checklist

**Directions to Students:** Print and fully complete items A-E, along with items F-H, by the first week of school to secure the WBL position. Information must be provided by you, your parents, teachers, and employer. Submit the completed paperwork to your CTE pathway teacher or Mrs. Evva Dossin in an organized format.

**Student Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

	Signatures	S	P	T	E
<b>(A) Work-Based <a href="#">Learning Education Handbook and Contract Signature Form</a></b>				-	-
<b>(B) Work-Based <a href="#">Learning Student Information Sheet</a></b>				-	-
<b>(C) Work-Based <a href="#">Learning Job Description, Training Plan, and Training Agreement for State-Approved CTE Program</a> also includes the following below:</b> <input type="checkbox"/> Proof of Workman’s Compensation Insurance – copy of declarations page ( <i>student to get from employer</i> ) <input type="checkbox"/> Proof of Liability Insurance – a copy of the declarations page ( <i>student to get from employer</i> ) <input type="checkbox"/> Student’s printed EDP from Xello- <a href="#">Directions on how to do in Xello.</a>					
<b>(D) Work-Based <a href="#">Learning Safety Review and Assurance Form</a></b> <input type="checkbox"/> Work-Based Learning <a href="#">Safety Brochure From State 2023-24</a> , <a href="#">Powerpoint</a> , and <a href="#">Youth Worker Safety Website</a>			-	-	
<b>(E) Work-Based <a href="#">Learning Nondiscrimination Assurance Form</a></b>		-	-	-	
<b>(F) Recommendation letters</b> from (2) RHS teachers: Students may send the simple <a href="#">letter template</a> to the teacher when requested. <i>Students to print off copies of letters from teachers to be included with this paperwork.</i>			-	-	-
<b>(G) A printed copy of the student's resume</b>			-	-	-
<b>(H) A printed map to the work location from RHS</b>			-	-	-
<b>(I) Work-Based <a href="#">Learning Weekly Timesheet</a> (<i>Student to fill out weekly &amp; submit to CTE Supervising Teacher</i>)</b>			-	-	

Scan the QR Code for the electronic copy of this checklist.



..... **Below For Teacher/Admin Use Only**.....

<a href="#">Work-Based Learning Self-Inspection Checklist</a> <i>(To be used by the teacher when performing site visit.)</i>	-	-	-	-
Work-Based <a href="#">Learning Semester Evaluation Form</a> <i>(To be filled out by the employer and sent to CTE-certified supervising teacher each semester)</i>	-	-	-	-
Work-Based <a href="#">Learning 2024-25 Weekly Timesheet Dates Outline</a> <i>(For teacher reference)</i> RHS Schedule	-	-	-	-
<a href="#">RHS Red-White Schedule 2024-25</a> and <a href="#">RHS Daily Bell Schedule</a> <i>(Teacher to give to employer for reference)</i>	-	-	-	-
Work-Based Learning Student List <i>(For teacher reference)</i>	-	-	-	-
<a href="#">Work-Based Learning Sign-Out Sheet</a> <i>(For teacher reference)</i>	-	-	-	-
<a href="#">Work-Based Learning Workforce Readiness Exercises</a>	-	-	-	-
<a href="#">Work-Based Learning Information Slideshow</a>	-	-	-	-
<a href="#">Work-Based Learning Student Reflection Questions Form</a>	-	-	-	-
<a href="#">(J) Work-Based Learning Student Driving Agreement</a>				
<a href="#">Michigan Department of Education – Work-Based Learning Companion Document</a> - Signed yearly by WBL CTE Supervisor				

[Letter explaining how to fill out WBL Paperwork](#)

[Folder Labels](#)

MCPA 24-25 ListServe