



Work Based Learning Placement Criteria Checklist

1. The student has been promoted to the 11th or 12th grade. There may be a rare instance in which a 10th grade student will be allowed to participate in a short-term placement.
2. A short-term Internship experience, like a clinical experience, does not result in the awarding of credit separate from that of the class through which the Work Based Learning placement is sponsored. The training plan for students in long term Internships for which students earn course credit, address competencies specified in the Georgia Performance Standards.
3. The student has a training agreement which has been completed and signed by all concerned parties (student, parent/guardian, employer, WBL-Coordinator).
4. The student must have earned a minimum of one unit of credit in a CTAE pathway related to the placement. If no directly related CTAE course is offered in the school, the WBL-Coordinator can, at his or her discretion, qualify a closely-related academic course to meet this requirement. Per state regulations no more than 25% of WBL placements can be unassociated with the student's CTAE pathway.
5. The student may receive compensation in compliance with state and federal labor laws, or this may be an unpaid placement.
6. **The student has a mentor assigned by the business and is evaluated on-site with the school** providing any necessary remediation.
7. The student has an Individual Career Plan (ICP).

The Work-Based Learning coordinator should meet regularly with CTAE teachers who teach courses related to the student's job placement to discuss and gather input in relation to (A) employment sites, (B) student placements, (C) training plan criteria which teaches and/or reinforces course standards and (D) student evaluations from on-the-job performance.