

**Training Plan Agreement**  
**Unpaid Work-Based Instruction**

Student \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

School District \_\_\_\_\_ Campus Name \_\_\_\_\_

Training Objective \_\_\_\_\_ Business Name \_\_\_\_\_

Career Cluster \_\_\_\_\_ CTE Course Title<sup>1</sup> \_\_\_\_\_

Time Class Meets \_\_\_\_\_ PEIMS Code \_\_\_\_\_

The student agrees to diligently perform the work-based training experiences and conscientiously pursue the coordinated classroom course of study as outlined in this training plan. Work-based training experiences will be assigned by the training sponsor and performed according to the same company policies and regulations applicable to regular employees. The student agrees to take advantage of every opportunity to improve his or her efficiency, knowledge, and personal traits in order to pursue further education and enter the chosen occupation as a desirable employee.

The company and school are responsible for providing the student with opportunities for training in the basic skills of an occupation and knowledge of related technical information. In order to provide a systematic plan for well-rounded training, a schedule of work-based training experiences and a parallel classroom course of study have been coordinated and agreed upon by the training sponsor and CTE teacher.

It is understood that the work-based training experiences will be unpaid. In order to qualify for an exemption from wage requirements, all six of the following criteria must be met: 1) training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a career and technical education program; 2) training is for the benefit of the student 3) the student does not displace regular employees but works under their close supervision; 4) the training sponsor derives no immediate advantages from the activities of the student and on occasion operations may actually be impeded; 5) the student is not necessarily entitled to a job at the conclusion of the training period; and 6) the training sponsor and the student understand that the student is not entitled to wages for the time spent in training.

The training period begins the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and extends through \_\_\_\_\_, \_\_\_\_\_.

There will be a probationary period of \_\_\_\_\_ days during which the interested parties may determine if the student has made a wise choice of an occupational training area, and if the training should be continued. This plan may be terminated for just cause by either party without recourse.

**Is the training objective listed considered to be a hazardous occupation by the U. S. Department of Labor, Employment Standards Administration and the Wage and Hour Division: Yes \_\_\_\_\_ No \_\_\_\_\_**

**If yes, any exemption(s) for student-learners or apprentices will apply as described in the *Youth Employment Provisions for Nonagricultural Occupations Under the Fair Labor Standards Act - Child Labor Bulletin 101* or *Child Labor Requirements in Agricultural Occupations - Child Labor Bulletin 102*. Current information for exemptions is available from the U. S. Department of Labor in the Wage and Hour Division or its website at <http://www.dol.gov/whd>.**

It is the policy of \_\_\_\_\_ School District not to discriminate on the basis of race, color, national origin, sex or disability in its Career and Technical Education programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Es norma de \_\_\_\_\_ Distrito Escolar no discriminar por base de raza, color, origen nacional, sexo o impedimento, en sus programas de Educación y Carreras Técnicas servicios o actividades vocacionales, tal como lo requiere el Título VI de la enmienda de la Ley de Derechos Civiles de 1964, el Título IX de las enmiendas de Educación, de 1972, y las enmiendas de la Sección 504 del Acta de Rehabilitación de 1973.

**Signature Approvals**

\_\_\_\_\_  
(Student) Date

\_\_\_\_\_  
(Training Sponsor) Date

\_\_\_\_\_  
(Parent or Guardian) Date

\_\_\_\_\_  
(CTE Teacher) Date

**Note: Each party to this agreement should receive a signed copy. Keep the original or a copy with the student's permanent record.**



