



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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## Office of Career and Technical Preparation Work-Based Learning Program Overview

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### In-District (In-School) Placements

Beginning in 2007-2008, in-school placements will only be allowed for high school students who are either: (1) placed from a related state-approved career and technical education (CTE) program, or (2) directly related to the postsecondary career and employment goals and objectives in the pupil's transition services plan developed for a pupil receiving special education services. **An in-district placement is not an experiential learning course.**

### Non-CTE Work-Based Learning Placements

1. Paid or Unpaid Work-Based Learning Experiences
2. Work-Based Learning Experiences for Pupils with Disabilities
3. In-District Placements for Pupils With a Transition Services Plan

### State-Approved CTE Work-Based Learning Placements

1. Paid Work-Based Learning Experience (Capstone) 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

### Sample Training Plan and Training Agreements

1. Training Plan
2. State-Approved CTE Training Agreement
3. Non-CTE Training Agreement
4. In-District Placement Agreement

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### **Experiential Learning Courses**

Beginning in 2007-2008, experiential learning courses (non-CTE students) must receive local school board approval and must be part of the student handbook. The course must be part of the pupil's class schedule and must earn credit toward the pupil's high school diploma. Experiential learning courses must be taught by a certificated teacher employed by the district. The primary responsibility of the certificated teacher of the course is teaching the pupil(s) during the course time frame. That is, the teacher shall not be concurrently teaching another course.

### **Pupil Accounting Manual/Section 5P**

[www.michigan.gov/mde](http://www.michigan.gov/mde) and type in at search: "Pupil Accounting Manual" or go to:  
[http://www.michigan.gov/mde/0,1607,7-140-6530\\_6605-22360--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_6605-22360--,00.html)

### **Pupil Auditing Manual**

[www.michigan.gov/mde](http://www.michigan.gov/mde) and type in at search: "Pupil Auditing Manual" or go to:  
[http://www.michigan.gov/documents/2005\\_PUPILAUDITINGMANUAL10-05\\_143792\\_7.pdf](http://www.michigan.gov/documents/2005_PUPILAUDITINGMANUAL10-05_143792_7.pdf)

### **Work-Based Learning Guide for Risk Management**

[www.michigan.gov/octp](http://www.michigan.gov/octp) and type in name at search or go to:  
[http://www.michigan.gov/mdcd/0,1607,7-122-1680\\_2629\\_2722-17155--,00.html](http://www.michigan.gov/mdcd/0,1607,7-122-1680_2629_2722-17155--,00.html)

### **Sites for Sample Training Plan Skills and Related Academic Skills**

- General WBL: <http://online.onetcenter.org/>
- CTE WBL: [www.michigan.gov/octp](http://www.michigan.gov/octp) and search: "Career Cluster Performance Grids" or go to: [http://www.michigan.gov/mdcd/0,1607,7-122-1680\\_2629\\_2733-145785--,00.html](http://www.michigan.gov/mdcd/0,1607,7-122-1680_2629_2733-145785--,00.html)

### **Safety Training Sites**

<http://www.youthrules.dol.gov>  
<http://www.passesedge.org/main.asp>  
<http://www.osha.gov/SLTC/teenworkers/teenworkers.html>

**Education Development Plans**

EDP Fundamentals: [http://www.michigan.gov/documents/edpfund\\_18129\\_7.pdf](http://www.michigan.gov/documents/edpfund_18129_7.pdf)

Sites for EDPs: Career Cruising: <http://www.careercruising.com/>  
Michigan Virtual University, MyDream Explorer/MOIS: <http://www.mois.org/>

**National Labor Supply/Demand Information:**

The Georgia DOL, in cooperation with the Georgia Career Information Center at Georgia State University, was awarded a grant from DOL/ETA to work on supply/demand issues. The Occupational Supply Demand System (OSDS) is now completed. Data is organized by Units of Analysis or groups of related occupations and training programs. One way to access information that is of interest to you is by clicking on "Career Clusters". The OSDS website address is: [www.occsupplydemand.org](http://www.occsupplydemand.org).

**School Records/Retention and Disposal Schedule**

[http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_local\\_gs2\\_171482\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_local_gs2_171482_7.pdf)

**Professional Development/Training Opportunities**

Michigan Career Placement Association: [www.edzone.net/mcpa/](http://www.edzone.net/mcpa/)  
Statewide Work-Based Learning Workshop: October 23 or October 24, 2007

Michigan Pupil Accounting and Attendance Association: [www.mpaaa.org](http://www.mpaaa.org)