



Office of Career and Technical Education
Work-Based Learning Program Overview and Resources
Diana Bailey, Program & Placement Specialist
517-373-8904 or baileyd@michigan.gov

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 (Grades 9-12)

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 (Grades 11-12)

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

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.**

STATE BOARD OF EDUCATION

KATHLEEN N. STRAUS – PRESIDENT • JOHN C. AUSTIN – VICE PRESIDENT
CAROLYN L. CURTIN – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER
NANCY DANHOF – NASBE DELEGATE • ELIZABETH W. BAUER
REGINALD M. TURNER • CASANDRA E. ULBRICH

State-Approved Career and Technical Education Programs

A list of state-approved programs are on the state's website. Go to: www.michigan.gov/octe "State and Federal Funding" "2006-07 Secondary Funding Report – Final X0107. This will route you to a CTEIS website that can be accessed with a MEIS account.

Pupil Accounting Manual/Section 5P

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

Pupil Auditing Manual

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

Work-Based Learning Guide for Risk Management

www.michigan.gov/octe and type in name at search or go to: 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

- Non-CTE Work-Based Learning: <http://online.onetcenter.org/>
- CTE Work-Based Learning: CTE Program Standards (Performance Elements) must be utilized to develop LTCS training programs that contribute to the pupil's progress toward a career objective. The CTE standards (performance elements) can be found as follows: www.mccte-fsu.org/ -- "View Curriculum Standards"

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

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.

School Records/Retention and Disposal Schedule

http://www.michigan.gov/documents/hal_mhc_rms_local_gs2_171482_7.pdf

Transition Services Resource

The goal of DO-IT (Disabilities, Opportunities, Internetworking, and Technology) is to increase the successful participation of individuals with disabilities in challenging academic programs and careers such as those in science, engineering, mathematics, and technology. DO-IT's website features electronic resources, publications, comprehensive training materials, videos, workshops and events (some online) on WBL as well as work preparedness. Curriculum and lesson development databases are provided as well.

<http://www.washington.edu/doit/Brochures/Careers/support.html>

Professional Development/Training Opportunities

Michigan Career Placement Association: www.edzone.net/mcpa/

Michigan Pupil Accounting and Attendance Association: www.mpaaa.org