

## Work-Based & Experiential Learning

Michigan Pupil Accounting & Attendance Association

MPAAA

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## Pupil Accounting Requirements Work-Based Learning (WBL)

- Section 5-P [www.mpaaa.org](http://www.mpaaa.org)
- Nonconventional/Population III
- Types of Work-Based Learning Related to Pupil Accounting
  - Non-CTE Work-Based Learning (Potential Impact on FTE foundation)
  - CTE Work-Based Learning (Also Potential I Impact Added Cost Categorical Dollars)
- Work-Based Learning Grid (High School Experiences, Different Requirements)

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## Pupil Auditing Requirements Work-Based Learning (WBL)

**Missing or incomplete information relating to the following items will result in an FTE adjustment.**

- Attendance records
- Hours not more than one-half FTE
- Credit toward a high school diploma
- Monitored every 9 weeks (30 days for Special Education) by certified teacher who is employed by the district

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### Pupil Auditing Requirements Work-Based Learning (WBL)

■ **Training Agreement**

- Employer, school, pupil's responsibilities
- Date(s) of safety instruction
- Beginning and end dates of agreement
- Daily hours to be worked (beginning ending times)
- Workers disability compensation and general liability insurance
- Required signatures

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### Pupil Auditing Requirements Work-Based Learning (WBL)

■ **Training Plan**

- Performance elements/job skills used to assess the pupil's progress
- For unpaid learners, new specific skills listed for each 45-hour placement
- Related instruction (non-CTE and non-Special Education only)
- Required signatures (if separate from Training Agreement)

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### In-District/In-School Placements

In-school (in-district) placements are only allowed for high school students who are either:

- (1) placed from a related state-approved career and technical education (CTE) program

In-district placement agreement MUST identify the program serial number (PSN) and relate to a state-approved career and technical education (CTE) program

- (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.

Pupil's transition services plan must be attached to an unpaid in-district placement agreement

**An in-district placement is not experiential learning**

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**Experiential Learning**  
Pupil Accounting Requirements

- Section 6 [www.mpaaa.org](http://www.mpaaa.org)
- Pupil is enrolled in grades 9 to 12.
- Course is supervised by a certified teacher
- The teacher shall not be concurrently teaching another course
- A grade and credit must be given based on assessment

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**Experiential Learning Requirements (cont).**

- Attendance must be taken and documented
- The experience must be a local school district approved curriculum/course
- The pupil shall not replace a regular employee
- Course is a combination of instruction & direct experience
- Must have a current EDP in place

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**Examples of Experiential Learning Courses Eligible for Membership:**

- Library Assistant course, Teacher Assistant course, Physical Education course that is board approved and curriculum based. (Syllabus, tests and quizzes, letter graded)

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Examples of Experiential Learning  
Courses NOT Eligible for Membership:

- Pupils enrolled in grades other than 9 to 12
  - Teacher's aide
  - Nurse Aide
  - Office Aide
  - Janitor Aide
  - Cafeteria Aide
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Contact Information

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**Work-Based Learning Program Overview and Resources  
Office of Career and Technical Education**

Diana Bailey, Program & Placement Specialist  
517-373-8904 or [baileyd@michigan.gov](mailto:baileyd@michigan.gov)

**In-District (In-School) Placements**

In-school placements are 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.**

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## **State-Approved Career and Technical Education (CTE) Programs**

You may obtain a listing of your school district's state-approved CTE programs by contacting your career and technical education director. The CTE director or regional administrator has access to the Secondary Funding Report – Final X0107 via the CTEIS website.

### **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 Accounting Rules (Effective September 22, 2008)**

[http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin\\_Num=34000001&Dpt=ED&RngHigh=](http://www.state.mi.us/orr/emi/admincode.asp?AdminCode=Single&Admin_Num=34000001&Dpt=ED&RngHigh=)

### **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/octe](http://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](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 CTE work-based learning training programs (capstone, unpaid, in-district and less-than-class-size) 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/](http://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>  
<http://www.michigan.gov/miosha>

### **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**

Under "1406 Student Work Permits. Minors over the age of 14 must have a work permit prior to beginning work. Schools must approve the work permit, and new permits are required for each new job held by the teenager. These records may include the completed permit forms, job offers, approved deviations, correspondence, injury reports, workers compensation documents, work/school training agreements/contracts, etc. ACT + 7 years. ACT = until graduation."

The current School Records/Retention and Disposal Schedule may be accessed at:  
[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)

### **Transition Services Resource**

The goal of DO-IT (Disabilities, Opportunities, Internetworking, and Technology) <http://www.washington.edu/doi> 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.

### **Professional Development/Training Opportunities**

Michigan Career Placement Association: [www.edzone.net/mcpa/](http://www.edzone.net/mcpa/)

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

**Section 5P -- Pupil Accounting Manual**  
**WORK-BASED LEARNING EXPERIENCE**  
**May of 2009**

Types of Work-Based Learning	What Grades Pupil Must be Enrolled	Monitored by Certificated Instructors	Pupil Eligible to Receive High School Credit	Written Training Agreement	Written Training Plan	Placement Aligned With Career Pathway & EDP	Maintain and Verify Records of Pupil's Attendance	Regular Visitation Plan	Safety Training	Must not Generate More than Half Total FTE	Must Not Exceed School Maximum Hours	
<b>WORK-BASED LEARNING NON-CTE PROGRAMS</b>												
1. Paid or Unpaid Work-Based Learning Experiences	9th-12th	Designated secondary school certified teacher	✓	✓	✓	✓	✓	Every 9 Weeks	✓	✓	✓	Follow Fed Regulations Minors  Currently o enrolled in Academic C
2. Work-Based Learning Experiences for Pupils With Disabilities (Special Ed.)	9th-12th	Site visited by a district employed certificated teacher. Pupil enrolled & assigned to special ed teacher	✓	✓	✓	✓	✓	Every 30 calendar days	✓	✓	✓	No requirer previous or enrollment academic c
3. In-District Placement/Transition Services	9th-12th	Site must be visited by a district employed certificated teacher	✓	✓	✓	✓	✓	Every 30 calendar days	✓	✓	✓	Placement the pupil's t services pl

**Section 5P -- Pupil Accounting Manual**  
**WORK-BASED LEARNING EXPERIENCE**  
**May of 2009**

Types of Work-Based Learning	What Grades Pupil Must be Enrolled	Monitored by Certificated Instructors	Pupil Eligible to Receive High School Credit	Written Training Agreement	Written Training Plan	Placement Aligned With Career Pathway & EDP	Maintain and Verify Records of Pupil's Attendance	Regular Visitation Plan	Safety Training	Must not Generate More than Half Total FTE	Must Not Exceed School Maximum Hours	
<b>WORK-BASED LEARNING STATE-APPROVED CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS</b>												
1. Paid or Capstone Work-Based Learning Experience	11th-12th	Vocationally Certificated Teacher or Coordinator	✓	✓	✓	✓	✓	Every 9 Weeks	✓	✓	✓	1. Has succeeded 50% of state-approved program. 2. Must work hours per week 3. Must attend or capstone classes mins. Per week
2. Unpaid Work-Based Learning Experience	11th-12th	Vocationally Certificated Teacher or Coordinator	✓	✓	✓	✓	✓	Every 9 Weeks	✓	✓	✓	45 hours per training experience
3. In-District Unpaid Work-Based Learning Experience	11th-12th	Vocationally Certificated Teacher or Coordinator	✓	✓	✓	✓	✓	Every 9 Weeks	✓	✓	✓	45 hours per training experience
4. Unpaid Training/State Approved CTE Less-Than-Class-Size (LTCS) Programs	11th-12th	Vocationally Certificated Teacher or Coordinator	✓	✓	✓	✓	✓	Every 9 Weeks	✓	✓	✓	Signed Completion Received by OC Time Shall be excluded Approved CTE FTE No more than 4 Instruction by LT personnel

<b>Additional Requirements</b>
eral and State s to Employ
r previously related Class/Course
nent for concurrent in related course.
must relate to ransition an.

**Additional Requirements**

**RAMS**

Successfully completed approved CTE

minimum of 10  
clock

related CTE class  
class minimum of 40  
clock.

or specific  
experience

or specific  
experience

ed Notification  
CTE  
equivalent to State-  
Program  
pupils per instructor  
CS annually authorized