

## Essex County Schools of Technology

### Work Based Learning Procedures

The following procedures are designed to help students successfully join the Work Based Learning (WBL) program at Essex County Schools of Technology.

1. Student expresses their interest in WBL to their CTE teacher.
  - a. They then find a job that is related to their CTE or look for one in the list of Jobs for Students posted in Schoology.
  - b. Once the student has found a job, they contact the WBL Coordinator, Mr. Gomes so that he can confirm that it will qualify for WBL. He will then do a site visit to meet the employer and will require the following information from the student:
    - i. Name of the employer
    - ii. Name of the manager/supervisor
    - iii. Business address
    - iv. Business phone number
    - v. Student position/title
2. The student **MUST** have the A300 Employment Certificate (working papers) completed if they are under 18 years old.  
[https://www.nj.gov/labor/forms\\_pdfs/wagehour/A300.pdf](https://www.nj.gov/labor/forms_pdfs/wagehour/A300.pdf)
  - a. Part A – Personal Information
  - b. Part B – Job Information
  - c. Part C – School Nurse/Doctor Physical Information
  - d. Part D – Proof of Age (**must be provided**)
  - e. Part E – School Administrator (Principal) sign-off
  - f. Part F – WBL Coordinator sign-off (see Mr. Gomes)
3. Fill out and sign the Covid-19 Release Form
4. Student will receive a package of WBL Paperwork from the WBL Coordinator. They will then complete and sign, along with their parents the paperwork and return it to the WBL Coordinator. You can return the

paperwork to the WBL Coordinator at [bgomes@essextech.org](mailto:bgomes@essextech.org). He will then have the employer sign it and inform the student if they are cleared to start working.

5. The student MUST meet with their Guidance Counselor to be added to the CIE Course in Schoology. The student will need to submit their work schedule to the WBL Coordinator every week.

Should you have any questions about the Work Based Learning program, feel free to contact Mr. Gomes at [bgomes@essextech.org](mailto:bgomes@essextech.org) or 973-634-4028