

1 Education and Workforce Development Cabinet

2 Kentucky Board of Education

3 Department of Education

4 (Amendment)

5 705 KAR 4:041. Work-based learning [~~Cooperative~~] program standards.

6 RELATES TO: KRS 156.802 [~~151B.025~~], 156.029(7), 158.810(4).

7 STATUTORY AUTHORITY: KRS 156.802(5) [~~151B.025(5)~~], 156.029(7), 156.070(1)

8 NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.802(5) [~~151B.025(5)~~] requires the

9 Kentucky Board of Education to establish program standards for secondary area career and

10 technical [~~vocational~~] education and technology centers. This administrative regulation establishes

11 program standards for work-based learning [~~cooperative-vocational education~~] in area [~~vocational~~

12 ~~education and~~] technology centers and local school districts.

13 Section 1. Definitions. (1) “Career and Technical Education” is defined in KRS 158.810(4).

14 (2) “Cooperative education” is a paid educational program consisting of in-school instruction

15 combined with program related on-the-job work experience in a business or industrial

16 establishment.

17 (3) “Work-Based Learning” is an effective teaching approach used to engage students in real-life

18 occupational experiences, that incorporates structured, work-based learning activities into the

19 curriculum, and allows a student to apply knowledge and skills learned in class and connect these

20 learning experiences in the workplace.

21 Section 2 [4]. Cooperative [~~vocational~~] education shall meet the following minimum requirements:

(1) To participate in cooperative ~~[vocational]~~ education, a student shall be at least sixteen (16) years of age.

(a) A student who is under eighteen (18) shall secure a verification of age issued by the local superintendent of schools.

(b) A student who is between age eighteen (18) to twenty-one (21) shall have a certificate of age on file with the employer.

(2) A student shall have:

(a) Successfully completed the basic career and technical ~~[vocational]~~ skill[s] prerequisites required by the preparatory program he/she is pursuing; and

(b) Gained sufficient knowledge and skills necessary for success in a cooperative education program.

(3) A student shall be: ~~[enrolled in a related preparatory educational subject within the school year.]~~

(a) enrolled in a course included within their chosen career pathway within the same academic year; or

(b) a career pathway completer by the conclusion of the junior year; or

(c) enrolled in an approved pre-apprenticeship program.

(4) The cooperative education program shall be an integral part of the school's program of studies and be described in the school catalog.

(5) A student may receive academic credit on an hour-for-hour-basis equivalent to a Carnegie Unit only for work experience directly related to the student's individual learning ~~[graduation]~~ plan

(ILP) and approvable under the minimum requirements for high school graduation, 704 KAR

3:305 [Program of Studies for Kentucky Schools, 704 KAR 3:303].

(6) A student shall receive a salary for the work experience phase of instruction in accordance with local, state, and federal minimum wage requirements.

(7) The school shall arrange and coordinate with the employer for on-the-job training. A training agreement by the school, student, parent, and employer shall be placed on file with the school.

(8) A student shall be excused from school attendance only for the purpose of participating in an approved cooperative education program activity.

(9) The program shall include an evaluation component to assess the effectiveness of the program in assisting students in the achievement of their educational and career goals.

(10) The student shall spend a minimum of ten (10) clock hours per week in a salaried position which provides work experience directly related to the student's career goals as identified in his individual learning [~~graduation~~] plan (ILP).

(11) The school shall provide work site supervision of the student by a certified teacher-coordinator on a regular basis throughout the period of time a student is participating in the cooperative education program.

Section 3. Other types of work-based learning opportunities for secondary students may include service learning, mentoring, shadowing, entrepreneurship, school-based enterprises, internships, and pre-apprenticeships. Local districts and state-operated area technology centers shall have the responsibility of coordinating work-based learning programs and shall comply with the Kentucky Work-Based Learning Manual.

Section 4. Incorporation by Reference. (1) The following is incorporated by reference:

(a) "Kentucky Work-Based Learning Manual" (Edition 2015).

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Education, Office of Career and Technical Education, 20<sup>th</sup> Floor, Capital

- 1 Plaza Tower, 500 Mero Street, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to
- 2 4:30 p.m. (20 Ky.R. 3388; eff. 8-4-94; Am. 27 Ky.R. 864; 1260; eff. 11-17-2000.)