



**CO-OP TRAINING AGREEMENT**

880 Parsons Road  
 Traverse City, MI 49686-3692  
 (231) 922-6298 Fax 922-6364

CTC Program

Program Serial #  
 CIP Code

**Student/Learner Information**

Name \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_  
 Home School \_\_\_\_\_ Emergency Contact \_\_\_\_\_  
 (Name & Phone #) \_\_\_\_\_

**Employer Information**

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ E-mail address \_\_\_\_\_  
 Insurance Carriers (company & policy #) \_\_\_\_\_  
 Worker's Compensation \_\_\_\_\_  
 Liability Insurance \_\_\_\_\_ Job Title \_\_\_\_\_  
 Rate of Pay \_\_\_\_\_  
 Related Instruction Day (s) \_\_\_\_\_ Work Schedule -- Hours & Days \_\_\_\_\_  
 Date Employment Begins \_\_\_\_\_ Ends \_\_\_\_\_  
 Student can't work more than 24 hrs per week when school is in session.  
 Student is over 18 years of age

**Job Activities:**

**NO DRIVING on the job.** Training Plan to include job title task lists, work site activities, and student evaluation.  
 Must be supervised at all times. Safety training completed at CTC and at the Employer's work site.

Note: Employer must retain a copy of the completed Training Agreement at the place of employment before student begins work.  
 Please refer to the CTC web site for more information, forms, and "Guidelines for Worksite Supervisors."

- Employer Agrees to:
1. Provide a work schedule of sufficient length to develop competencies for the occupation.
  2. Complete an evaluation (provided by the coordinator) each marking period.
  3. Not terminate the student without consultation with the coordinator.
  4. Conform to all laws and regulations, including nondiscrimination against any employee based on race, color, sex, national origin or handicap.
  5. Verify student attendance.

As part of the job placement function in the District, the TBAISD Career-Tech Center is not in a position to judge the health and safety practices of each work site, and therefore, cannot be held responsible for the particular conditions of each of the work places.

Notice of Nondiscrimination Policy: It is the policy of the Traverse Bay Area Intermediate School District that no person shall on the basis of race, color, natural origin, creed or ancestry, political belief, sex, disability, handicap, religion, age, height, weight, or marital status be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity and in employment. Students who believe they have been discriminated against are encouraged to report complaints promptly to Assistant Principal, TBA Career-Tech Center, 880 Parsons Road, Traverse City, MI 49686; 231.922.6379.

revised 12-09

**SIGNATURES OF PERSONS APPROVING THIS WORK-BASED LEARNING PROGRAM**

My son / daughter has my permission to drive to and from their designated work-based learning work site as indicated above.

<b>Student</b> _____	<b>Date</b> _____	<input type="checkbox"/> Employer
<b>Parent</b> _____	<b>Date</b> _____	<input type="checkbox"/> Coordinator
<b>Employer</b> _____	<b>Date</b> _____	<input type="checkbox"/> Home School
<b>Coordinator/Instructor</b> _____	<b>Date</b> _____	<input type="checkbox"/> Instructor
<b>Placement Director</b> _____	<b>Date</b> _____	