

EDUCATION AND WORKFORCE DEVELOPMENT CABINET

Kentucky Board of Education Department of Education (Amended at ARRS Committee)

705 KAR 4:041. Work-based learning program standards.

RELATES TO: KRS 156.802, 158.810(4)

STATUTORY AUTHORITY: KRS 156.070(1), 156.802(5)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.070(1) provides that the Kentucky Board of Education shall have the management and control of the common schools. KRS 156.802(5) requires the board to establish program standards for secondary area career and technical education and technology centers. This administrative regulation establishes program standards for work-based learning in state-operated area technology centers and local school districts.

Section 1. Definitions.

- (1) "Apprentice" means a worker at least sixteen (16) years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation.
- (2) "Career and technical education" is defined by KRS 158.810(4).
- (3) "Career pathway completer" means a student who has completed a minimum of four (4) credits within a Kentucky Department of Education approved career pathway.
- (4) "Cooperative education" means a form of work-based learning consisting of in-school instruction combined with program related on-the-job paid work experience in a business or industrial establishment.
- (5) "Entrepreneurship" means education that allows individual students to develop a deeper understanding of economic principles and to apply classroom learning by organizing and operating a business enterprise.
- (6) "Internship" means a type of work-based learning that provides work experience in a particular occupation, often leading to course credit and compensation.
- (7) "Journeyman certificate" means the culmination of an apprenticeship that leads to a nationally recognized and portable credential.
- (8) "Mentoring" means a form of work-based learning that involves business and community volunteers developing one-to-one relationships with students to build an understanding of careers and work ethics that goes beyond the formal obligations of a teaching and supervisory role.
- (9) "Registered apprenticeship program" means a program validated by the United States Department of Labor and combines paid on-the-job training and classroom instruction under the supervision of an experienced industry professional.
- (10) "Registered youth apprenticeship" means a program that combines academic and technical classroom instruction with work experience through a United States Department of Labor registered apprenticeship program.
- (11) "Registered youth pre-apprenticeship" means a program or set of strategies designed to prepare students for entry into United States Department of Labor registered apprenticeship programs.
- (12) "Related technical instruction" means the classroom component of a registered apprenticeship, which requires 144 hours for every 2,000 hours of the apprenticeship.
- (13) "School-based enterprise" means a simulated or actual business conducted within the school setting.
- (14) "Service learning" means a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach

civic responsibility, and strengthen communities.

(15) "Shadowing" means a form of work-based learning that allows students to learn through observation by spending time with an individual from a chosen occupation.

(16) "State apprenticeship agency" means the state agency and staff responsible for registered apprenticeship activity, which acts on behalf of the United States Department of Labor.

(17) "Work-based learning" means an effective teaching approach used to engage students in real-life occupational experiences that incorporates structured, work-based learning activities into the curriculum and allows a student to apply knowledge and skills learned in class and connect these learning experiences in the workplace.

Section 2. Cooperative education shall meet the minimum requirements established in this section.

(1) To participate in cooperative 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 skill prerequisites required by the preparatory program the student is pursuing; and

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

(3) A student shall be:

(a) Enrolled in a course included within the student's chosen career pathway within the same academic year; or

(b) A career pathway completer by the conclusion of the student's junior year; or

(c) Enrolled in an approved registered youth or pre-apprenticeship program.

(4) 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 plan (ILP) and approvable under the minimum requirements for high school graduation, 704 KAR 3:305.

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

(6) The school shall arrange and coordinate with the employer for on-the-job training. A training agreement by the school, student, parent (if the student is a minor), and employer shall be placed on file with the school. This agreement shall be monitored and evaluated by the certified program area teacher.

(7) 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.

(8) 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 their individual learning plan (ILP).

(9) The school shall provide work site supervision of the student by a certified or classified staff member 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 registered youth or pre-apprenticeships.

Section 4. 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.

(1) Work-based learning programs shall be an integral part of the school's program of studies and be described in the school's scheduling resources.

(2) A student participating in an approved work-based learning activity shall be counted in attendance as provided in 702 KAR 7:125, Section 1(4)(a).

Section 5. Incorporation by Reference.

(1) "Kentucky Work-Based Learning Manual", August 2022, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Department of Education, Office of Career and Technical Education, 5th Floor, 300 Sower Boulevard, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. This material may be viewed at: <http://education.ky.gov/CTE/cter/Pages/WBL.aspx>.

(20 Ky.R. 3388; eff. 8-4-1994; Am. 27 Ky.R. 864, 1260; eff. 11-17-2000; 42 Ky.R. 106; 679; eff. 9-14-2015; Cert. eff. 2-11-2022; 49 Ky.R. 638, 1262; eff. 3-7-2023.)

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CONTACT PERSON: Todd G. Allen, General Counsel, Kentucky Department of Education, 300 Sower Boulevard, 5th Floor, Frankfort, Kentucky 40601, phone 502-564-4474, fax 502-564-9321, email regcomments@education.ky.gov.