

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

RELATES TO: KRS 156.029(7), 156.802, 158.810(4)

STATUTORY AUTHORITY: KRS 156.029(7), 156.070(1), 156.802(5)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.070(1) and 156.029(7) require the Kentucky Board of Education to promulgate administrative regulations managing schools and programs and governing the Department of Education. 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 area technology centers and local school districts.

Section 1. Definitions.

- (1) "Career and technical education" is defined by KRS 158.810(4).
- (2) "Cooperative education" means an educational program consisting of in-school instruction combined with program related on-the-job paid work experience in a business or industrial establishment.
- (3) "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;
 - (b) A career pathway completed by the conclusion of the student's 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 plan (ILP) and approvable under the minimum requirements for high school graduation, 704 KAR 3:305.
- (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 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. Definitions of each type of work-based learning shall be located in the Kentucky Work-Based Learning Manual. 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) "Kentucky Work-Based Learning Manual", March 2015, is incorporated by reference.

(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, 20th Floor, Capital Plaza Tower, 500 Mero Street, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

(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.)