SITE QUALIFICATION AND PROGRAM ORIENTATION

Evergreen School District
Career & Technical Education Department
PO BOX 8910
Vancouver, WA 98668-8910
(360) 604-4068   FAX (360) 604-4104
For Career and Technical Education Use Only

Learning Worksite: ______________________________________ Phone ____________________

Worksite Address: ______________________________________

Learning Worksite Supervisor: ____________________________

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General Qualifications

_______ Does the worksite have a current Minor Work Permit?
_______ Will students be placed in occupations that are permitted by Federal & State Child Labor Laws?
_______ Does the worksite have a process to train students on Safety Rules and Regulations?
_______ Does the worksite have a policy on dealing with sexual harassment, ADA, and other discriminatory actions?
_______ Will worksite supervisors be available to assist in the development of student’s learning objectives and communicate regularly with the Work-Site Learning Coordinator?
_______ Will the worksite provide students with exposure to various occupational areas?
_______ Will worksite supervisors be willing to sign all Work-Site Learning forms and adhere to all Work-Site Learning program policies?

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Program Orientation

_______ Learning Plan, Learning Agreement and Employee Orientation forms explained
_______ Site visitations and evaluation process explained
_______ Student hour documentation and minimum hour requirement explained
_______ Program brochure and business card provided

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WSL Coordinator ______________________________       Date Completed ______________