

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: _____

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?

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

WSL Coordinator _____

Date Completed _____