

NYSED Work-Based Learning (WBL) Coordinator Quick Reference Chart

CATEGORY	DETAILS
Certification Requirements	<ul style="list-style-type: none"> • Valid NYS Teaching Cert (7–12, All Grades, or 5–9) or School Counselor Cert • 6 semester hours in WBL coursework • 300 hrs non-teaching work experience • NYSED-approved institutions
Registered WBL Programs	<ul style="list-style-type: none"> • CEIP: Unpaid internships (Grades 9–12) – 2 site visits – Counts toward 5-unit CTE sequence • GEWEP: Paid work (Grades 9–12) – Up to 2 credits – 2 site visits • CO-OP: Paid CTE-aligned work (Grades 11–12) – 3 site visits – Counts toward 5-unit sequence
Unregistered WBL Experiences	<ul style="list-style-type: none"> • Examples: Job Shadowing, Volunteering, School-Based Enterprise, Entrepreneurship • No credit awarded • School staff supervision acceptable (WBL Coord. preferred)
Required Documentation	<ul style="list-style-type: none"> • Student Training Plan • Memorandum of Agreement (MOA) • Emergency Medical Form • Employer Evaluation • Working Papers (under 18)
Workers' Compensation	<ul style="list-style-type: none"> • Mandatory for all paid placements • Strongly advised liability coverage for unpaid placements
CDOS Credential Pathways	<ul style="list-style-type: none"> • Option 1: 54+ hrs WBL (registered or unregistered) • 4+1 Pathway: Use CDOS credential in place of one Regents exam
Program Registration & Renewal	<ul style="list-style-type: none"> • CEIP, GEWEP, CO-OP must be registered with NYSED • Renew every 5 years through the NYSED CTE Office

LEGAL AND REGULATORY	
Compliance with Employment laws	Programs must follow federal and state employment laws: <ul style="list-style-type: none"> • proper wages • working hours • Safety • non-discrimination
Federal Legislation Governing WBL	Fair Labor Standards Act <ul style="list-style-type: none"> • sets wage and hour standard OSHA <ul style="list-style-type: none"> • mandates workplace safety and health
Fair Labor Standards Act (FLSA) & Wage Regulations	<ul style="list-style-type: none"> • ALL WBL activities <ul style="list-style-type: none"> ○ paid or unpaid, <i>must comply</i> with the federal FLSA and applicable state/local labor laws • Unpaid experiences (e.g., CEIP) <ul style="list-style-type: none"> ○ must be educational, not productive work + follow USDOL's guidelines for internships • Paid experiences (e.g., GEWEP, CO-OP) <ul style="list-style-type: none"> ○ must pay at least the prevailing minimum wage and adhere to FLSA standards • Work hours for minors must follow: <ul style="list-style-type: none"> ○ stricter rules in the DOL's "Laws Governing the Employment of Minors," covering age-based hour limits and restricted duties
Student Eligibility and Protection	Eligibility criteria: <ul style="list-style-type: none"> • comply with labor laws protecting minors and vulnerable groups • special provisions under WIOA: <ul style="list-style-type: none"> • ensure accessibility for individuals with disabilities
NYS & USDOL Department of Labor Rules	<ul style="list-style-type: none"> ○ WBL coordinators must ensure adherence to NYSDOL's labor law ○ including prohibited occupations for minors and work hour restrictions ○ Hazardous occupations are off-limits except when specific exemptions apply ○ Placement of minors requires:

	<ul style="list-style-type: none"> ○ assisting employers in following both state and federal minor labor laws. ○ CEIP (unpaid) and other programs must also comply with employment certificate (working papers) requirements for minors
ROLES & RESPONSIBILITIES	
School District's Oversight Role	<ul style="list-style-type: none"> • Oversee work-based learning programs: <ul style="list-style-type: none"> • managing stakeholders • ensure quality • coordinators: <ul style="list-style-type: none"> ○ track communications ○ maintain records ○ databases to support consistency and efficient communication
Employers' Responsibilities	<p>Employers provide:</p> <ul style="list-style-type: none"> • safe, supportive environments • complying with safety regulations • mentorship & work experiences • help students apply academic and technical skills in real workplace settings
Student Eligibility	<ul style="list-style-type: none"> • CEIP & GEWEP: Grades 9–12 • CO-OP: Grades 11–12 • 14–15 yrs: Max 3 hrs/day, 23 hrs/week • 16–17 yrs: Max 4 hrs/day, 28 hrs/week
Eligibility Criteria	<ul style="list-style-type: none"> • Must meet state and federal guidelines • Local agencies tailor criteria to student career interests
Enrollment Process Overview	<ul style="list-style-type: none"> • obtain informed consent from students and guardians • prepare participants • coordinate among schools, employers, & students for clear roles
Consent in WBL	<ul style="list-style-type: none"> • Legally and ethically required to protect student rights • Understand responsibilities

	<ul style="list-style-type: none"> • Documents for formal acknowledgment of participation
SAFETY & LIABILITY CONSIDERATIONS	
Workplace Safety Compliance	<ul style="list-style-type: none"> • Adhere to OSHA Regulations • Safe environment • Provide safety training • Provide protective equipment to student learners
Accident Reporting procedures	<ul style="list-style-type: none"> • Prompt reporting to school coordinators, employers, & families • Proper documentation for liability and ensure safety
Liability Coverage Requirement	<ul style="list-style-type: none"> • Schools, employers, & students must establish: <ul style="list-style-type: none"> ○ liability and workers' compensation coverage ○ Protect all parties ○ Comply with federal & state labor laws
DOCUMENTATION AND RECORD KEEPING	
Essential Documentation	<ul style="list-style-type: none"> • Official documents • Participation agreements • Evaluations reports • Roles and expectations • Consent forms • Safety acknowledgments
Record Keeping	<ul style="list-style-type: none"> • Records of placements • Attendance • Feedback • Compliance with regulations • Program evaluation • Confidentiality protocols in place
PROGRAM MONITORING & EVALUATIONS	
Supervision and assessment	<ul style="list-style-type: none"> • Monitoring student progress and experience • Conducted by workplace supervisors • Instructors • Coordinators
Role of Coordinators and Evaluations	<ul style="list-style-type: none"> • Manage communication with stakeholders • Maintain databases

	<ul style="list-style-type: none"> Facilitate employer engagement collect feedback from students and employers
BEST PRACTICES/ETHICAL GUIDELINES	
Equity and Inclusion	<ul style="list-style-type: none"> broad community and employer engagement inclusive access for students from diverse backgrounds equitable career prep opportunities
Ethical Implementation and Continuous Improvement	<ul style="list-style-type: none"> Requires: <ul style="list-style-type: none"> clear role understanding transparent communication among stakeholders supported by ongoing professional development Supported by feedback and data collection
KEY COMPLIANCE STEPS FOR PROGRAMS-OVERVIEW	
Wage & Labor	<ul style="list-style-type: none"> Comply with FLSA; unpaid must be educational, paid must meet minimum wage
Minors' Work	<ul style="list-style-type: none"> Observe restricted jobs/hours; obtain working papers
Hazardous Occupations	<ul style="list-style-type: none"> Prohibited unless in CTE CO-OP with student-learner exemption
Workers' Comp	<ul style="list-style-type: none"> Only worksites with coverage; paid placements require employer coverage
Documentation	<ul style="list-style-type: none"> Maintain MOA, training plans, timesheets, insurance certificates
Hours Tracking	<ul style="list-style-type: none"> Record WBL hours for CDOS/Perkins reporting; meet 54-hour benchmark
Coordinator Oversight	<ul style="list-style-type: none"> Certified WBL extension coordinators enforce all regulations