

Career Related Education
Work-Based Learning & Youth Apprenticeship
Student Forms Checklist

Student Name: _____ Student ID# _____
(Please print)

School: _____ Counselor: _____

These items should be completed and returned for placement in your permanent folder:

- Parent/Guardian Consent Form
- Participation Contract (policies, expectations & procedures) _____ (Date Signed)
- Proof of Medical Insurance
- Confidentiality Agreement
- Work Permit
- Career Assessment or Survey: _____ Date completed
- Safety Orientation – Worksite: _____ School: _____ (Dates completed)
- Appropriate Attire/Dress Policy – signed by Employer/mentor
- Sponsor/Employer Information Form
- Training Agreement (signed by student and parent) – Date signed: _____
- Training Plan – Date signed: _____

_____ Student signature	_____ Date
_____ WBL Coordinator signature	_____ Date
_____ CRE Coordinator signature	_____ Date

Note: a copy of this document should be filed in the appropriate section of your WBL/YAP portfolio.

