

Resource Guide to Cooperative Education

Cooperative education programs permit the student learner to train part-time or full-time for a training agency.

Two types of Cooperative Education:

Capstone - for students in career and technical education programs to “cap off” their formal in-school training.

Diversified Occupations - is offered through the Workforce Development Program which prepares students with individualized training for their career path.

What Documents are Required before a Cooperative Education Student may begin at the Training Agency?

- Training Agreement
- Training Plan
- Worker’s Compensation Information
- Student Work Permit (if under 18)
- Clearances (if supervising student under 18)



Benefits of Cooperative Education for the Training Agency

- Actively develops your future pipeline of talent.
- Provides a supplemental workforce.
- Generates a workforce with in-demand employability skills.
- Reduces employer training costs.
- Increases your company’s visibility in the community.
- Increases workplace satisfaction among mentoring employees.
- Acts to improve the community through a successful economy.

What are the Responsibilities of the Training Agency?

- Interview, select, & hire student with normal procedures
- Be aware of child labor laws. Federal and state differ. More stringent prevails
- Review hazardous occupations labor laws & know many are permitted for students in approved programs
- Stay within eligible & maximum hours
- Pay at least minimum wage
- Maintain students under worker’s compensation coverage
- Post abstract of child labor laws
- Always provide company supervision of the student
- Complete monthly evaluations

Resources:

[Prohibited Occupations Under the Child Labor Act](#)

[Hazardous Occupations Order No. 2 Youth Employment Provision & Driving Automobiles & Trucks under FLSA](#)

[Pennsylvania Child Labor Laws](#)

[CareerTech Workforce Development Website](#)

Items that Pertain to Students Under 18

- Must have work permit
- Maximum 44 hours per week (FCCTC only)
- No more than 8 hours per day
- Cannot operate cranes, hoists, forklifts, or lifting machinery
- Supervisor required to obtain clearances
- ***May participate in prohibited occupations for minors if they meet educational requirements & are enrolled in a Capstone Cooperative Education Program***

Clearance Instructions and Links:

PA state legislation Act 153 of 2014 & Act 15 of 2015 Child Protective Services Law requires companies entering into co-op or internship agreements (paid or unpaid). Clearances are valid for 5 years.

Designated supervisor is required to be in child's immediate vicinity at regular intervals during the program. Immediate vicinity is defined as 'an area in which an individual is physically present with a child and can see, hear, direct and assess the activities of the child.' The law does not define regular intervals.

[ACT 34 – PA State Criminal History](#)

[ACT 151- PA Child Abuse](#)

[ACT 114 – FBI CRIMINAL BACKGROUND](#)

- PA Service Code: 1KG6NX
- FBI clearance only required if the supervisor has lived in the state of Pennsylvania for less than 10 consecutive years.

[Submit clearance information here.](#)

CareerTech Workforce Development Contact Information



Kathy Estep, Workforce Development Coordinator
kathy.estep@franklinctc.com, 223.234.1539



Lori Stockman, Workforce Development Instructor
lori.stockman@franklinctc.com, 223.234.1560



Workforce Development Assistant
wfd@groups.franklinctc.com