

Work-based Learning (WBL) Application

Application _____
(New, Renewal or Amended)

Amended Application _____
(Amendment Number)

CERTIFICATION

I HEREBY CERTIFY that, to the best of my knowledge, the information contained in this application is accurate and that the Work-based Learning program will be operated as described in the application. As the authorized representative of the school district or charter school submitting the application, assurance is provided to the Nevada Department of Education (NDE) that all persons responsible for program operation will comply with all applicable Nevada Revised Statutes (NRS), Nevada Administrative Code (NAC), NDE policy and regulations, and all rules and policies of the school district.

Name and Signature of the school district superintendent or appropriate designee of the applicant authorized to submit this application must be provided below:

Name and Title (Please type)

Signature

Date

APPLICANT INFORMATION

Applicant (Name of School District)	Mailing Address
Name and Title of Authorized Contact Person	Telephone Number
Email Address	Fax Number
Date approved by Local School Board or Governing Body of a Charter School	

For Department use only:

Date Received

Recommend for Approval by the WBL Program Coordinator:

Verification by the WBL Program Coordinator

Date _____

Approval by the Superintendent of Public Instruction

Date _____

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Information

The district application must first be approved by the local school board before submitting to the Nevada Department of Education (NDE) for approval by the Superintendent of Public Instruction.

All new Work-based Learning applications should be submitted by January 1 prior to the school year of implementation. An approved Work-based Learning application will be in effect for five fiscal years beginning on July 1 and extending for five years until June 30.

Districts will only need to resubmit applications if there are significant changes to the student application, the process, or any other elements of the application.

If revisions are made to a district's Work-based Learning application, they must be submitted to NDE by September 1 of each year after approval from the local governing board.

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Content of the Application

1. Check all the types of work-based learning you intend to offer.

- ☐ School-based Enterprises
- ☐ Job Shadowing
- ☐ Simulated Workplace
- ☐ Supervised Agricultural Experience (school-based SAE)
- ☐ Clinical Experiences
- ☐ Apprenticeship Ready Program
- ☐ Internships
- ☐ Career and Technical Education (CTE) Work Experience

2. Explain the student qualifications for participation in the work-based learning program. Such qualifications must not be so restrictive as to prevent a majority of pupils from being eligible to participate.

3. Describe the method used to evaluate a student's participation and completion of the program.

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4. Provide a description of the process for vetting employer hosts, including background checks. Districts should use the state vetting form provided.

5. List the workplace safety trainings that will be completed by students participating in the work-based learning program on (1) identifying and reporting harassment in the workplace; (2) developing and maintaining healthy relationships in the workplace; and (3) identifying the signs of certain predatory behavior.

6. Attach a copy of the student application to participate in a work-based learning program.
7. Attach a copy of the district's training agreement (for any WBL that is over 30 hours).