



## Instructions for Work-based Learning Applications

### Contents

The application to offer work-based learning is of a packet of documents which must contain the following:

1. Cover Page with the following:
  - a. District name
  - b. Contact name and email
  - c. Date approved by local board
2. The fields, trades or occupations in which a work-based learning program will be offered.
3. Student qualifications for participation in work-based learning program. Such qualifications must not be so restrictive as to prevent a majority of pupils from being eligible to participate.
4. A copy of the application that will be used by students to apply to participate in a work-based learning program.
5. A copy of the districts training agreement (for any WBL that is over 30 hours).
6. Method to evaluate a student's participation and completion of the program.
7. A description of the process for vetting employer hosts \*  
\*Districts should use state vetting form provided (ADA compliant PDF format available)

### Submission Requirements

The district application must first be approved by the local school board before submitting to the states.

The required sections/content should be addressed in a brief narrative where explanation is needed and each section clearly identified. Please arrange in the order listed when submitting your application. **All documents must be PDF and ADA compliant to be posted for the State Board meeting. Applications will be returned if not fully ADA compliant.**

### Due Date

Submit application to NDE/CRALEO by emailing to [melissascott@doe.nv.gov](mailto:melissascott@doe.nv.gov) by **5:00 PM September 7.**