



Instructions for Work-based Learning Applications

Contents

The following documents are required for approval:

1. A completed application submitted by using this link: [Work-based Learning Application](#).
2. A sample of the student application form to participate in Career Training level work-based learning.
3. Copies of the district's training plan and training agreement (required for any WBL that is over 30 hours).

Approval Process

It is recommended that plans be sent to NDE staff for review prior to local board approval to verify the application is complete and regulations are followed. If changes or additional information is needed, NDE will contact the district to provide technical assistance.

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 State Board of Education.

Applications must be submitted to NDE/CRALEO by submitting them through the link above no later than 45 days prior to a State Board Meeting. Applications will be accepted throughout the year; however, it is best to seek approval prior to the start of the school year to avoid any delays in offering WBL.

Submission Requirements

Submit the application form provided through the link above. Then, email an ADA compliant PDF as **a single document** containing: 1) the sample student application and 2) the district's training plan and training agreements to Melissascott@doe.nv.gov. **All documents must be ADA compliant to be posted for the State Board meeting. Applications will be returned if not fully ADA compliant.**

Frequency of Submission

Districts will only need to resubmit applications if there are significant changes to the work-based learning plan or during year 5 of the plan, whichever occurs first.