



Instructions for Work-based Learning (WBL) Applications

Contents

The application to offer work-based learning is 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 a work-based learning program. 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 being submitted to the State Board of Education.

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 by **5:00 PM September 7.**

Frequency of Submission

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 packet. If revisions are made to a district's work-based learning application, they must be submitted to the Nevada Department of Education by **September 1** of each year after approval from the local governing board.

Districts will reapply every five years if no changes or revisions are made during that time.