



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: October 20, 2021
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: Principals, Supervisors of Career and Technical Education, School Counselors, Work-Based Learning Coordinators and Cooperative Education Coordinators
From: Lisa J. Gleason, Ed.D., Assistant Commissioner
Division of Teaching and Learning Services

Work-Based Learning (WBL) Coordinator Training Opportunity

The New Jersey Department of Education (NJDOE), in collaboration with the Rutgers School of Public Health, New Jersey Safe Schools Program (NJSSP), is pleased to announce WBL (formerly known as “structured learning experiences” (SLE)) coordinator training for up to 200 New Jersey teachers endorsed to teach certain career and technical education (CTE) programs. Per [N.J.A.C. 6A:19-4.2](#), coordinator training is required for student placement and supervision in WBL experiences.

Registration for WBL Coordinator Trainings will be offered at **no cost** through a Memorandum of Understanding (MOU) the NJDOE developed with NJSSP. Only a minimal fee of approximately \$20 per participant will be charged to pay for the administrative fees associated with issuing Occupational Safety and Health Administration (OSHA) cards, formal memos of completion, and postage.

Six cohorts of virtual trainings will be held during the 2021-2022 school year for which applicants representing each region of New Jersey may participate. Eligible applicants must hold a New Jersey teaching certificate in CTE, agricultural education, business education, and/or family and consumer sciences. To apply for this opportunity, complete and submit the [application](#) administered by the NJSSP. Registration will remain open until all available regional cohorts are filled or until the last cohort of trainings begins.

If an applicant is determined to be ineligible for this opportunity, NJSSP will provide more information on how to register for other WBL training cohorts, at a reduced total cost using an improved administrative process, being offered January-July 2022.

For more information or any questions about this training opportunity, please contact the NJSSP at cscbre@sph.rutgers.edu.

c: Members, State Board of Education
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group
New Jersey Safe Schools Program