



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 18, 2023
 To: Local Educational Agency Leads
 Route To: Career and Technical Education Supervisors or Directors, Work-Based Learning Coordinators, Cooperative Education Coordinators
 From: Jorden Schiff, Acting Assistant Commissioner
 Division of Teaching and Learning Services

Work-Based Learning Handbook

The New Jersey Department of Education (NJDOE) is pleased to announce the release of the [Work-Based Learning \(WBL\) Handbook](#). It is the first time that this handbook has been released. The handbook provides guidance for WBL programming in several areas including eligible types of WBL experiences; WBL administrative code, statutes, and regulations; required documentation; reporting of WBL experiences and WBL coordinating requirements.

The purpose of this comprehensive handbook is meant to serve as a resource for secondary high school district personnel in developing, implementing, and evaluating quality WBL programming for all students.

As indicated in the [NJ Perkins V State Plan](#), WBL is selected as the quality performance indicator, “Percentage of Students Participating in Work-Based Learning,” for all career and technical education (CTE) programs of study. The Office of Career Readiness will be providing information sessions that will inform districts on how to implement the WBL Handbook to support quality WBL programming within an approved CTE program of study.

Below are the scheduled information sessions with registration emphasis on school district personnel that are operating approved CTE programs of study. Additional sessions will be offered for school districts that are operating WBL programs in non-CTE programs. Please complete and submit your registration through the [NJDOE Calendar of Events](#) by the registration due date indicated below.

Date	Time	Registration Due Date
Wednesday, February 1, 2023	9:30 – 10:30 a.m.	Tuesday, January 31, 2023
Wednesday, February 1, 2023	1 – 2 p.m.	Tuesday, January 31, 2023
Thursday, February 2, 2023	10:30 – 11:30 a.m.	Tuesday, January 31, 2023
Thursday, February 2, 2023	2:30 – 3:30 p.m.	Tuesday, January 31, 2023

For questions, please contact David Gehrke at david.gehrke@doe.nj.gov.

- c: Members, State Board of Education
- NJDOE Staff
- Statewide Parent Advocacy Network
- Garden State Coalition of Schools
- NJ LEE Group