



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: March 22, 2023
To: Local Educational Agency Leads
Route To: Career and Technical Education Supervisors or Directors, Work-Based Learning Coordinators, Transition Coordinators, Cooperative Education Coordinators
From: Jordan Schiff, Ed.D., Acting Assistant Commissioner
Division of Teaching and Learning Services

Additional Work-Based Learning Handbook Information Sessions

The New Jersey Department of Education (NJDOE) released the [Work-Based Learning \(WBL\) Handbook](#) on January 18, 2023. 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.

Initial information sessions were held on February 1 and 2, 2023 with registration emphasis on school district personnel that were operating approved CTE programs of study. Below are the scheduled additional information sessions for school district personnel that are operating either CTE or non-CTE WBL programs. Please complete and submit your registration through the [NJDOE Calendar of Events](#) by the registration due date indicated below. For any questions, please contact David Gehrke at david.gehrke@doe.nj.gov.

Date	Time	Registration Due Date
Monday, April 3, 2023	10 – 11 a.m.	Friday, March 31, 2023
Monday, April 3, 2023	2:30 – 3:30 p.m.	Friday, March 31, 2023
Wednesday, April 5, 2023	9:30 – 10:30 a.m.	Monday, April 3, 2023
Wednesday, April 5, 2023	11 a.m. – 12 p.m.	Monday, April 3, 2023

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