



**New Jersey Structured Learning Experience (SLE)**  
**Sample Business/Agency Agreement**  
*For All Cooperative Education Experiences (CEE) – Non-Hazardous Occupations*

**Note:** Form fields are found on pages 1 and 4.

**General Information**

Student: Student ID #: Date of Birth:

Student Address: City: State: Zip:

Student Emergency Phone #: Student Email:

Parent/Guardian: Emergency Phone #:

District/School: District/School Phone #:

District/School Address: City: State: Zip:

Cooperative Education Coordinator (CEC):

CEC Phone #: CEC Email:

Business/Agency: Business/Agency Tax ID #:

Business/Agency Supervisor: Worksite Mentor:

Worksite Address: City: State: Zip:

Worksite Phone #: Worksite Email:

Start Date: End Date: Student Worksite Schedule (Hours): to

Check all that apply: Monday Tuesday Wednesday Thursday Friday

(Indicate days above or, if applicable, list alternating/rotation schedule specifics on a separate sheet.)

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## **Business/Agency Responsibilities**

To qualify as a “learning experience,” the CEE must meet all of the regulatory requirements, laws, and codes within *N.J.A.C. 12:56-18 School-to-Work Program*, including the following:

- CEE is paid in accordance with New Jersey wage and hour regulations.
- CEE must be related to an individualized Student Training Plan (STP).
- Collaboration and planning between worksite and school results in clearly-identified learning objectives related to the individualized STP.
- Student must be supervised by a worksite mentor.
- The school district may conduct criminal background checks on designated worksite mentors.
- Productive work is incidental to the student achieving the planned learning objectives.
- Student does not replace an employee.
- All parties understand that the student is not entitled to an offer of employment at the conclusion of the CEE.
- Safety instruction is given by the school and accompanied by on-the-job training provided by the business/agency.

## **CEE Insurance Requirements**

The CEE student must be covered by both the school district’s liability insurance and the business/agency liability and worker’s compensation insurances. Both the school and the business/agency agree to the scope, nature, and responsibilities for any other insurance coverage of this school-sponsored, paid CEE as deemed necessary by the parties. All parties are asked to provide copies of their respective insurance certificates prior to the start of the CEE.

## **Nondiscrimination Guidelines**

The business/agency further understands that the worksite must be consistent with *“Guidelines for Vocational Education Programs for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Disability,”* as well as with federal requirements of nondiscrimination in education programs or activities receiving federal financial assistance. *34 C.F.R. §104.4, §106.38 (a)(b), and §100.3 (c).*

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## **CEC/School District Responsibilities**

The school district agrees to comply with all laws and regulations within *N.J.A.C. 6A:19-4 Structured Learning Experiences; N.J.A.C. 12:58-1, Child Labor Regulations; and N.J.A.C. 12:56-18, School-to-Work Program*, and ensures the following:

### **Student Requirements**

- Student is at least 16 years of age.
- Student has a completed employment certificate (working papers) as per *N.J.S.A. 34:2-21.1 et seq.* prior to CEE placement.
- Student is enrolled in a NJDOE-approved career and technical education (CTE) program or program of study for the same occupation.
- Student’s CEE placement appropriately aligns to their skills, abilities, and career goals.

- Student will be supervised by school personnel holding the CEC endorsement (#3464 or #3465) or an endorsed CTE teacher who has completed the New Jersey Safe Schools Program, SLE training, is authorized to place and supervise CTE students in school-sponsored CEEs in the occupation in which the holder is certified as part of a CTE program or program of study (*N.J.A.C. 6A: 9B-9.4*).

### **Coordinator/School District Supervision**

- Worksite supervisions are to occur every tenth day that the student reports to CEE worksite. *N.J.A.C. 12:58-1.2(d) 5*.
- An individualized STP aligned to the New Jersey Student Learning Standards (NJSLs) which identifies learning objectives, activities, and assessments will be included with this agreement.
- On successful completion of the CEE and its learning objectives, student will receive credit for time spent at the worksite.
- The school district will maintain the CEE record for a time period that is consistent with the Records Retention Schedule issued by the New Jersey Department of Treasury.
- Each district board of education shall develop and adopt written policies, procedures, and mechanisms of health, safety, and medical emergency services that extend to the CEE in accordance with *N.J.A.C. 6A:16-2.1(a)*, including but not limited to the emergency administration of glucagon and epinephrine via epinephrine auto-injector.

### **Transportation**

- The school district recognizes that the student is responsible for transportation to and from the worksite and must furnish proof of appropriate auto insurance if they will be driving unless transportation is otherwise required by the district pursuant to the terms of *N.J.A.C. 6A:27-5, Special Needs Transportation*.

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### **Parent/Guardian Responsibilities**

- Encourage my child/ward to effectively carry out the assignments and responsibilities outlined in the individualized STP.
- Help my child/ward keep on schedule and promote their understanding of developing a strong work ethic.
- Report any concerns raised by my child/ward regarding the CEE to the CEC.
- Provide transportation to and from the worksite unless otherwise stipulated within an Individualized Education Program (IEP)—and ensure that my child/ward is covered by appropriate auto insurance when they are driving; I further agree to provide a copy of the insurance certificate to the CEC.
- I understand that my child/ward is not entitled to a promise of employment at the completion of the CEE.

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### **Student Responsibilities**

#### **Individual Responsibility**

- Be responsible for my own transportation from school to the worksite and from the worksite to home.
- Maintain regular attendance both in school and at the worksite; I will follow the instructions outlined to properly notify the school and/or business/agency supervisor/worksite mentor if I will be late or unable to report to my worksite.
- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to

learn.

- I understand that I am not entitled to a promise of employment at the completion of the CEE.

**Rules of SLE Program and Worksite**

- Obey the rules and regulations at my worksite and comply with the business/agency practices and procedures.
- Talk to my CEC and/or my worksite mentor about any difficulties arising during the CEE.
- Work to acquire the knowledge and skills as outlined in my individualized STP.
- Understand that my CEE credit will be based upon adherence to and completion of my individualized STP.

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We have reviewed and agree with the responsibilities outlined in the Business/Agency Agreement for this school-sponsored CEE.

**Business/Agency Supervisor**

**Signature**

**Date**

**CEC**

**Signature**

**Date**

**Parent/Guardian**

**Signature**

**Date**

**CEE Student**

**Signature**

**Date**

**School Administrator (optional)**

**Signature**

**Date**