



Work-Based Learning Documentation Checklist

Student Name: _____

Each student should have the following forms properly signed by the date given to you. These forms are an **IMPORTANT** part of your work-based learning experience. You will be given a grade of 100 for turning in the forms properly signed by the due date. You will lose points per day per form not returned (signed) on time.

ALL FORMS ARE DUE:

- _____ Student Application (signed by student and parent)
- _____ CNET Information Sheet
- _____ Educational Training Agreement (signed by student, parent and employer)
- _____ Employment Verification (signed by student and employer)
- _____ Safety Training Agreement (signed by student and employer)
- _____ Confidentiality Agreement (signed by student, parent, and employer)
- _____ Early Release Agreement (signed by student and parent)
- _____ Insurance Verification Form (signed by student and parent)
- _____ Parent/Guardian Consent Form (signed by student and parent)
- _____ Initial Training Plan (signed by student, parent and employer)
- _____ Work Permit (if under age 18) or copy of Driver's License
- _____ Individual Career Plan