

The logo features a stylized 'C' composed of three overlapping curved segments in blue, orange, and green.

CTE News & More

Worksite Learning

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Washington Office of Superintendent of
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Please Note:
Clock Hour is only available
for attendees who
virtually attended the
meeting on October 8, 2025.

Clock Hour Available!

Drop your name & local education agency (LEA) in the chat so we know who's here today!



1. Rename your Zoom name (First & Last Name) so we have an accurate attendance list.



2. Register for clock hours by using the link below or the link in the chat.



3. Take the pdEnroller survey that is automatically emailed to you.



4. OSPI will enter attendance, and the hour will show up on your transcript!

Registration Link: <https://www.pdenroller.org/ospi/catalog/194854>

Note: You must register by October 15, 2025, at 5pm to be awarded the clock hour for this session.



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Tribal Land Acknowledgement

I would like to acknowledge the Indigenous people who have stewarded this land since time immemorial and who still inhabit the area today, the Steh-Chass Band of Indigenous people of the Squaxin Island Tribe. We encourage you all to learn about these lands that we are all guests of today.



Agenda



- 1 Work-Based Learning vs. Worksite learning
- 2 Worksite Learning Coordinator Requirements
- 3 Types of Worksite Learning
- 4 Essential Requirements and Documentation
- 5 Funding and Reporting
- 6 Key Resources
- 7 L&I: Apprentices and Student Learners



Worksite Learning

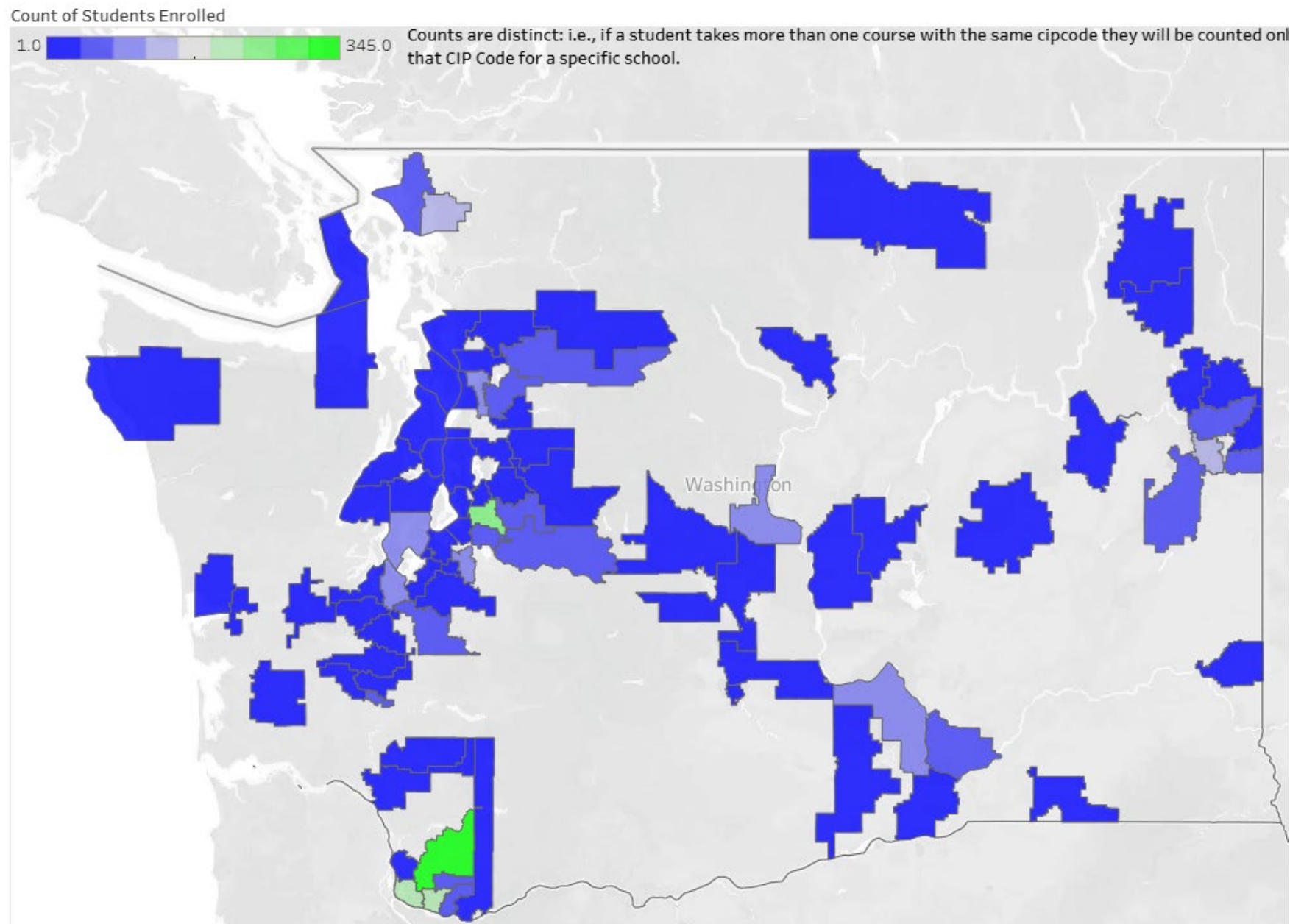


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Statewide WSL Enrollment by Year

Year	# Students
2025	3458
2024	3789
2023	4495
2022	3502

116 Districts
260 High Schools



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Work-Based Learning vs. Worksite Learning

Work-Based Learning vs **Worksite** Learning

Work-Based Learning (WBL) is an instructional strategy that provides students with career exploration opportunities and hands-on learning where knowledge gained in CTE courses can be applied to real-life work experiences.

Worksite Learning is a subset of Work-Based Learning.

Work-Based Learning

- **Required** component of ALL CTE programs (any ages)
- Embedded in the course / class
- Reportable in CEDARS (H32 -E disc'd)
- Perkins indicator 5S3
 - Program Quality – Participated in Work-Based Learning
- Examples
 - Career Research & Job Interview/Shadow
 - School Based Enterprise
 - Guest Speaker series / Job Site field trip

Worksite Learning

- ***Optional** component of CTE programs
 - for the district and the students
- Must be at least 16 yrs old
- Real workplace setting or simulated environment
- Has multiple requirements
 - Paperwork, prerequisites, insurance, etc
- Reported for additional CTE Enhanced Apportionment (FTE)
- No cap on amount of credits earned (staying within AAFTE)

**PLEASE NOTE – Some CTE courses may have required Instructional WSL hours embedded in the framework.*





Types of Worksite Learning

Instructional Worksite Learning



What are some of your
Instructional WSL
courses?

Embedded Learning Component

Instructional Worksite Learning is an embedded component of existing Career and Technical Education (CTE) courses where students receive direct instruction from a certificated CTE Teacher.

This model is often used in CTE courses where a specific number of hours is needed to earn certification.

Note: The same paperwork is required as Cooperative WSL.

Hours and Credit Ratio

No more than 180 WSL hours per 1.0 credit, though specific WSL hours may be less when embedded in an approved CTE course following a 180:1 ratio.

Examples of Instructional WSL

Examples include health science clinicals, fire science, or apprenticeship preparation programs. Also can be culinary catering events and automotive dealership training.

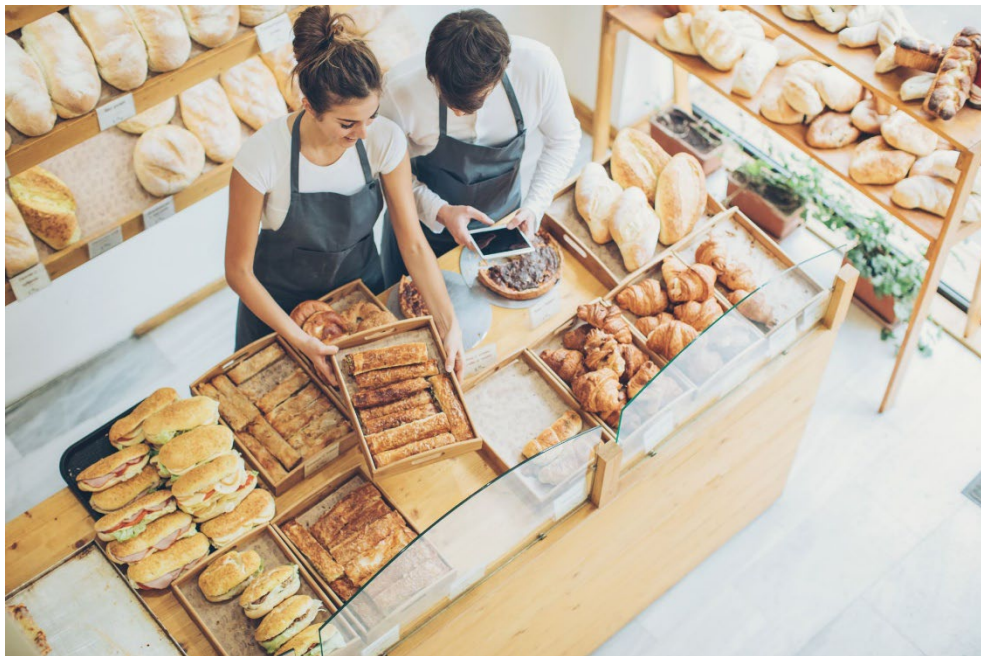
Coordinator Certification and Frameworks

Coordinators must be certified in both Worksite Learning Coordination and the specific CTE program area.

If the WSL is embedded in the OSPI Approved Course Frameworks – no additional frameworks needed



Cooperative Worksite Learning



What are some of your partner industries?

Definition of Cooperative Learning

Cooperative Worksite Learning is a learning experience that occurs at a **qualified worksite outside of the classroom** after completion of or current enrollment in a **qualifying CTE class**.

Can be in the community or the school, if it mimics a worksite in the community setting.

Credit Hours Requirement

Students earn credit at a rate of 360 hours per credit, following a 360:1 ratio.

Examples of Placements

Examples include experiences in culinary, retail, hospitality, and automotive or manufacturing industries.

Coordinator Certification and Frameworks

A WSL Coordinator certification is required, identified by V-Code V600097.

An OSPI approved Worksite Learning Framework is also required. (Aligned with the industry / qualifying course)



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Worksite Learning Coordinator Requirements

Worksite Learning Coordinator Requirements

School District Employee:

- ✓ Possess current/valid CTE Teacher Certification (Conditional, Initial or Continuing)
 - ✓ **Special Note: If on a Limited/Conditional Cert, must be enrolled in an approved CTE Teacher Prep Program [WAC 181-77-068](#):**
- ✓ Completed WSL Coordinator Course and possess Vcode V600097
 - ✓ ex. Olympic College, Bates Tech, EWU, CWU, Cascadia Tech, and through the [University CTE programs](#)



Essential Requirements & Documentation



Essential Requirements & Documentation



Align Worksite Experience with Qualifying CTE Class, Verify Safety Training, and Job Analysis



Align Worksite Experience with the student's High School and Beyond Plan



Complete Worksite Compliance Verification (LNI) and Safety Assessment (onsite)



Complete Documentation and Orientations



Collect Worked Hours, Complete Evaluations, Visit the Worksite



Qualifying CTE Class, Safety, & Job Analysis

Qualifying Class

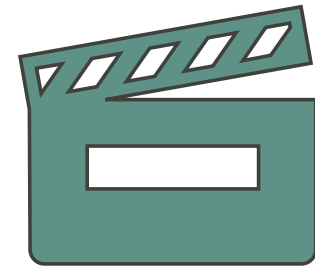
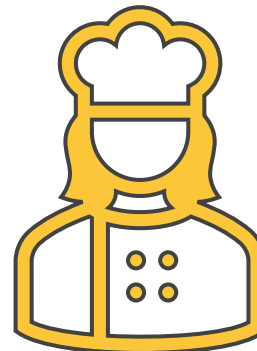
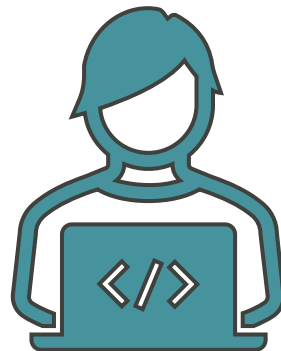
Any approved high school CTE class that has been successfully completed or is currently enrolled in that teaches skills or knowledge that will be used in the WSL experience.

*Career Choices IS considered a Qualifying Class.

SAFETY Training completed– in the qualifying class or separately (have a plan)

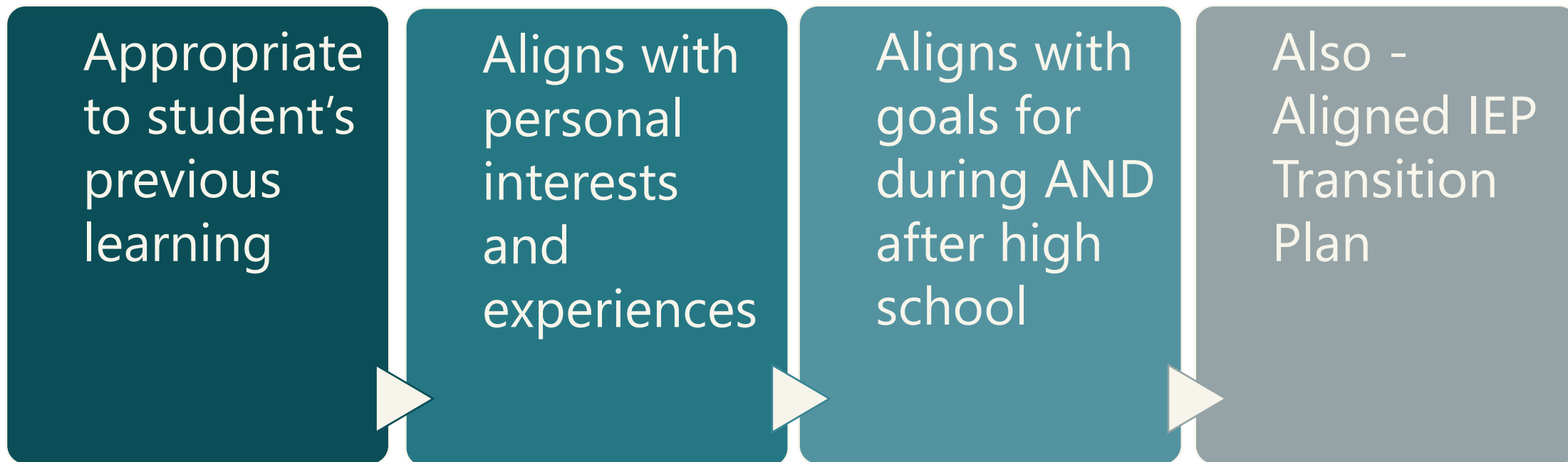
Job Analysis Matching Abilities

Performing a job analysis helps in matching student abilities with the requirements of the position, ensuring a good fit.



High School and Beyond Plan (HSBP) Alignment

The WSL experience is connected directly to the student's HSBP through measurable learning objectives evidenced in the Worksite Learning Plan.



Measurable Learning Objectives Explained

A learning objective answers the question, “What will students need to know, understand, and/or be able to do after the learning experience?”



- Worksite Learning Plan that is developed with the WSL Coordinator, Worksite Supervisor, and student
- Customized to the student
- Can be general or industry specific
- Must be evaluated on a consistent basis

Examples: General vs. Agriculture

- ☐ Learn daily business procedures and routines
- ☐ Learn/demonstrate appropriate business/industry work ethic
- ☐ Describe/demonstrate proper growing techniques
- ☐ Describe/demonstrate proper use of organic mulch



Worksite Compliance Verification & Safety Assessment



Age Requirement

Students must be at least 16 years old to work unless directly supervised by a school district employee

Insurance Coverage

Appropriate insurance coverage is required, including Workers' Compensation for paid employees and accident insurance for unpaid workers provided by parents, DSHS, or some district policies

Youth Employment Compliance

Compliance with youth employment laws is essential, including work permits and restrictions on hours and hazardous activities

Verification that the business is licensed and insured, possesses a Minor Work Permit and has no violations or complaints against them. (Obtaining the business's UBI is especially helpful in this search)

Verify a business: <https://secure.lni.wa.gov/verify/>

Worksite Assessment & Approval

Conducting a thorough worksite assessment is crucial before placing a student. This ensures a safe and conducive learning environment



Worksite Learning Agreement and Plan

Learning Agreement Signing

The *Worksite Learning Agreement* is a contract signed by all parties, including the coordinator, supervisor, student, and parent, ensuring shared responsibilities

Responsibilities Defined

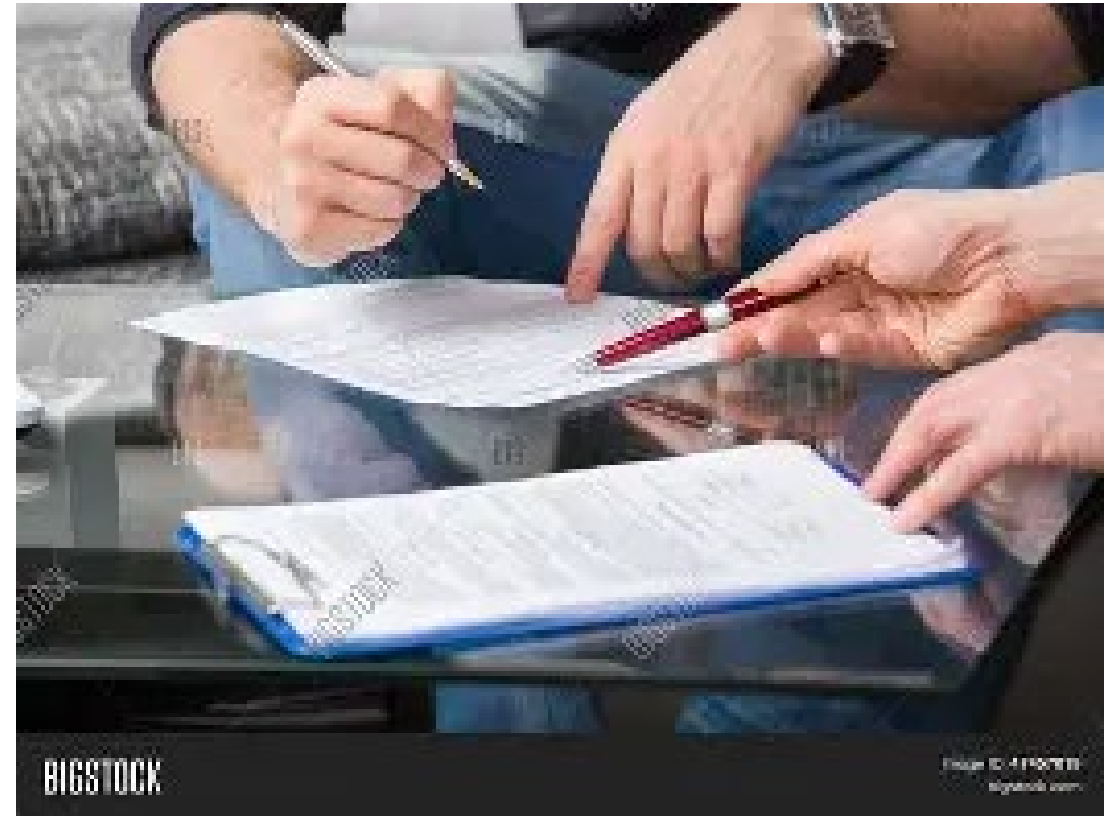
The agreement defines the responsibilities of each party involved, ensuring clarity in roles and expectations

Measurable Learning Objectives

The *Worksite Learning Plan* includes specific, measurable learning objectives that are connected to the student's HSBP

Collaborative Development

The development of the plan is collaborative, involving the worksite supervisor to align with the student's goals



Orientations Completed

Worksite Supervisor Orientation

The WSL Coordinator must give the Worksite Supervisor an orientation about the WSL program.

This meeting explains the program's goals, how everyone will be supported, and what the school, worksite, students, and parents are each responsible for.

Student Employee Orientation

The Worksite Supervisor gives the student an Employee Orientation covering safety, job duties, company rules, and how to handle emergencies, injuries, and harassment, and provides a record of it to the WSL Coordinator.



Collect Worked Hours, Complete Evaluations, Visit the Worksite



Collect worked hours documentation to calculate FTE for monthly reporting on P223



Conduct Evaluations in collaboration with the Worksite Supervisor
(as described in the WSL Plan)



Conduct regular worksite visits to observe and consult with students and employers

(minimum of 2 per transcript grading period is recommended)





Funding & Reporting

FTE Calculation Formula

Instructional

No more than **180** hours = 1.0 credit
(monthly hours / 100 = FTE amount)

Ex.

40 mo. hrs / 100 = .4 FTE claimed for the month

Cooperative

No more than **360** hours = 1.0 credit
(*monthly hours / 100 = FTE amount)

Ex.

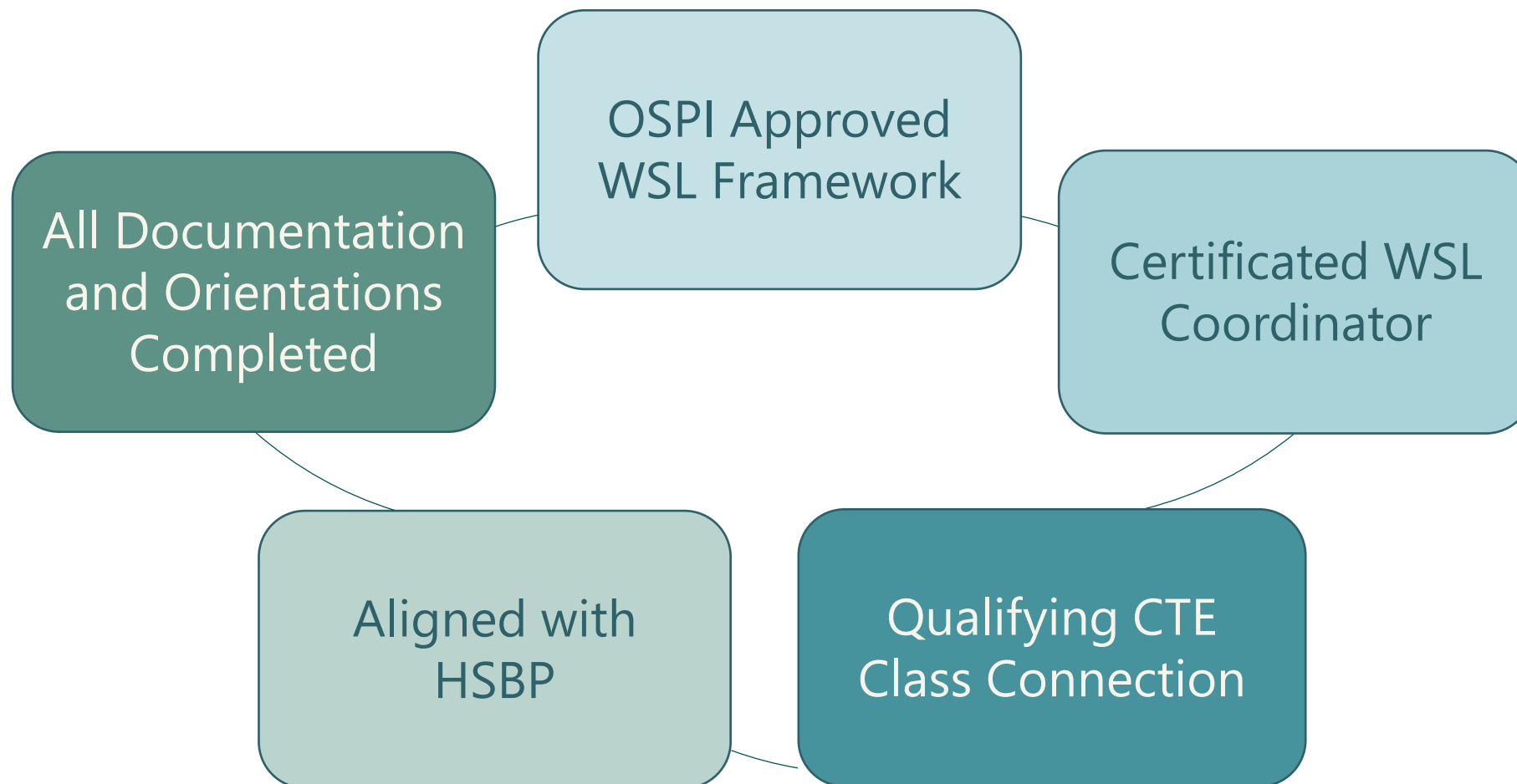
40 mo. hrs / 100 = .4 FTE claimed for the month

***No More than 1.0 FTE or AAFTE can be claimed per student
(Skills Center rules apply)***

Estimated or scheduled hours may be used in determining a student's FTE on the Count date, provided that the combined monthly hours reported don't exceed the student's actual hours for the school year. (Keep the record of hours accurately documented)



CTE Enhanced Funding Requirements





Key Resources

Key Resources

OSPI / CTE /
Resources & Essentials

Legal Guidance

Legal guidance can be found in [WAC 392-410-315](#) and [WAC 392-121-124](#), ensuring compliance with regulations.

Program Approval

For program approval, contact the OSPI CTE Program Supervisor for necessary guidance and support cte@k12.wa.us.



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The screenshot shows the Washington Office of Superintendent of Public Instruction website. The header includes the OSPI logo, the name of the office, and social media icons. A navigation bar lists various sections: Home, Student Success, Certification, Educator Support, Policy & Funding, Data & Reporting, and About OSPI. Below this, a breadcrumb trail reads: Home » Student Success » Career & Technical Education (CTE) » CTE Resources & Essentials » Work-Based Learning.

The main content area is titled "Work-Based Learning" and includes a paragraph explaining that work-based learning activities extend the classroom into the workplace, connecting acquired knowledge and skills to a student's future employment. It lists various activities like guest speakers, field trips, job shadows, and worksite learning.

Below this, a section titled "Students who participate in work-based learning may:" lists five bullet points: Show improved academic achievement; Have the opportunity to explore career options; Increase self-confidence; Acquire real workplace experience and employability skills; and Be more likely to go on to some type of educational training after high school.

Another section titled "Staying Safe in the Workplace" explains that it is each educator's responsibility to understand federal and state Labor and Industry laws and rules, particularly those pertaining to minor workers. It mentions the Washington Industrial Safety and Health Act (Title 49.17 RCW) covers students involved in cooperative and instructional worksite learning placements.

A "Resources" section lists five links: L&I Workplace Health and Safety information; L&I Teens Food Service Fact Sheet (PDF); Power Tools Institute; Workplace Discrimination and Harassment Curriculum for Teens; and Work-Based & Worksite Learning Resources and Templates.

The "Work-Based & Worksite Learning Resources and Templates" section lists ten links: Work-Based & Worksite Learning Guide (PDF); CEDARS WBL Activities Definitions (PDF); CEDARS WBL Activities Definitions and Scenarios (PDF); WBL Classroom Planning Tool (DOCX); WBL Classroom Planning Tool Spreadsheet (XLSX); WBL & WSL Employer Orientation Checklist (DOCX); WBL & WSL Learning Framework Template (DOCX); WBL & WSL Student Learning Plan and Evaluation (DOCX); and WBL & WSL Student Training Agreement (DOCX).

On the left side of the page, there is a "STUDENT SUCCESS" sidebar with a "Resources by Subject Area" section. This section includes links for Learning Standards & Instructional Materials, Graduation, Testing, Career & Technical Education (CTE), and Resources & Essentials. The "Resources & Essentials" section is expanded, showing links for 21st Century Skills, CIP Codes, Career Connect Washington, Methods of Administration (MOA), Statewide Course Equivalencies, Work-Based Learning, and Skill Centers.

On the right side of the page, there is a "Contact Information" section with a "Career & Technical Education" link and a "Staff Contacts (PDF)" link.

Links for LNI Resources +

WBL / WSL Guide

Templates for WSL
Docs / Frameworks



Washington Association for Career Counseling and Employment Readiness (WA-CCER) is a subsection of the Washington Association for Career and Technical Education (WA-ACTE).

They welcome members who teach Career Choices or coordinate Work-Site Learning, Career Counseling and Career Readiness or help students explore Pre-Apprenticeship.



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Additional Resources

- [Work-Based Learning Guide: 2023](#)
- [Work-Based Learning: OSPI website for WBL/WSL Resources](#)
- [WAC 392-410-315: Equivalency Course of Study – Credit for Worksite Learning](#)
- [WAC 392-121-124: Full time enrollment equivalent for Worksite Learning](#)
- [WAC 180-51-220: High School and Beyond Plan](#)
- [PESB CTE Teacher Preparation Program Providers](#)
- [Career and Technical Education Applicants: OSPI Certification for CTE Applicants](#)
- [WA State Dept of Labor and Industries Youth Employment: All things Youth Employment](#)
- [Verify a Contractor, Tradesperson or Business](#)
- [2024-25 Enrollment Handbook](#)
- ESgeneral@lni.wa.gov: Employment Standards Program Email
- TeenSafety@lni.wa.gov: Direct email for Youth Employment questions
- [Talking Safety - Youth at Work | NIOSH | CDC](#)



Starting a WSL Program – Quick List

- ☐ Obtain Approval for Worksite Learning Course (Framework) through OSPI
 - ☐ Choose CIP(s) that match industry and qualifying classes
 - ☐ All documentation and proper approvals for a new course still applies
- ☐ Identify a Certificated Worksite Learning Coordinator
 - ☐ Allow for documentation hours and time for site visits and orientations
- ☐ Develop your documentation and processes
 - ☐ Document templates are available on OSPI site, reach out to colleagues (WA-CCER)
- ☐ Develop industry partners (student employers)
- ☐ Market your program

Refer to [Page 20 of Work-Based and Worksite Learning Guide](#) for a more robust list



Washington State Apprentices and Student-Learners

with Kristen Goodge and Suzanne Dover, WA State L&I



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Apprentices and Student-Learners



Washington State Department of
Labor & Industries

Student Learner Exemption Minor Work Variance Application for 16 — 17 years old

Employment Standards Program
PO Box 44510
Olympia WA 98504-4510

Email: TeenSafety@Lni.wa.gov
Fax: 360-902-5300
Phone: 1-866-219-7321

Read the instruction prior to completing this form to see if you qualify.



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Washington State Department of
Labor & Industries

Apprentices and Student-Learners

Prohibited Duties

- Minors are prohibited from engaging in 30 occupations
- US Department of Labor permits Student-Learners or Registered Apprenticeships to engage in 8 prohibited duties:
 - Power-driven woodworking machines
 - Power-driven metal forming machines
 - Power-driven paper product machines
 - Power-driven circular and band saws
 - Slaughtering and meat packing
 - Roofing
 - Excavation
 - Firefighting



Apprentices and Student-Learners

Conditions



For student-learners:

- Work of the apprentice or student-learner in prohibited occupations is incidental to the minor(s) training
- Work is *intermittent and short periods of time* and performed under the *direct and close supervision* of an experienced adult or journeyman as a necessary part of training



Apprentices and Student-Learners Conditions



For student-learners:

- Must be employed under a written agreement that is signed by the minor, parent, school coordinator and employer
- Safety instruction given by the school and correlated by the employer with on-the-job training
- A schedule of organized and progressive work processes to be performed on the job needs to be prepared

Intermittent and Short Periods of Time

- Apprentice or Student-Learner may not be the principal operator of prohibited machinery
- May not constantly operate the prohibited machinery during the work shift, but only doing so as part of the training experience
- Interpretation of *intermittent*
 - Not to exceed more than one hour per day
- Interpretation of *short period of time*
 - Not to exceed 20% of the work shift



Direct and Close Supervision

- Only applies during the periods when the Apprentice or Student-Worker is engaging in prohibited duties
- Based on guidance received from the Bureau of Apprenticeship and Training (BAT) for both Apprentices and Student-Learners
- Interpretation:
 - One Apprentice or Student-Learner for the first journeyman or experienced adult on site providing direct and close supervision
 - For each additional Apprentice or Student-Learner, at least three additional journeymen or experienced adults on site providing direct and close supervision



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Washington State Department of
Labor & Industries

Safety Instruction Given by the School and Correlated by the Employer with On-The-Job Training (OSHA Requirements)

Teachers:

- Raising student awareness of workplace hazards and of the steps they can take to prevent these hazards from causing injuries.
- Incorporate information about workers' rights and occupational safety and health hazards into the high school and middle school curriculum.
- Integrate health and safety training into your general education and vocational programs.

Employers:

- Provide training about workplace hazards and required safety gear
- Answer students' safety or health questions
- Let students know what to do if they get hurt on the job.

Apprenticeships and Student-Learners

Student Learner Variance Application

- Employers must apply for a Student Learner Variance to request the apprentice or student-learner engage in the limited otherwise prohibited and hazardous duties
- Employer must list the specific tools and equipment the minors will be trained on at the place of employment, and the employer must include the make and model, and PPE required
- School must list the program the minor has taken or is enrolled in
- Application must be signed by the employer and worksite learning coordinator or principal

Apprenticeships and Student-Learners

Student Learner Variance Application

- Upon Student Learner application intake, L&I will complete a three-year review of the employer's history, L&I will review:
 - Child Labor violations.
 - Wage violations.
 - Division of Occupational Safety and Health (DOSH) workplace violations.
 - Inclusion in the DOSH Severe Violator Enforcement Program.
 - Lawsuits against the bond or savings.
 - L&I tax debts.
 - License violations.
 - Workers Compensation and Self-Insurance injury claims.
 - Public works contractor strikes or contractor debarments.
- The school can review the employer's history by visiting: <https://secure.lni.wa.gov/verify>

***Kari's WSL
Office Hour***

October 29, 2025,
November 19, 2025
3:30–4:30pm

***Next
Meeting:***

November 12, 2025,
3:30–4:30pm
AI in CTE

***Contact
Us:***

cte@k12.wa.us
360-275-6245



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Develop their own entrepreneurial Business Canvas Project



Practice advising on financial decisions like loans, home ownership and retirement planning



- Achieve the National Standards for Personal Finance Education

Register using the QR code or <https://tinyurl.com/3ahvt7xs>

*Join OSPI CTE Business & Marketing and the
Mikael Taylor from the College Board tomorrow
October 9, 2025 from 3:30 to 4:30 pm*

Thank you!

Kari Morgan

Associate CTE Director

Email kari.morgan@k12.wa.us

Phone 564-233-5448



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Q&A



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