

# Work Based Learning Checklist

<https://www.houstonisd.org/ccr>

- Practicum – UNPAID Training Plan (Offsite Location only)**  
**Training Plan complete PRIOR to students starting offsite work**  
**Training Plans to CTE Department: 5 days after student begins offsite work**
  1. **Submit: Original signed Training Plans with TEKS and Transmittal Form**
  2. Keep 3 additional copies of training plan for (1) Campus (2) Workplace (3) Student

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- Practicum – PAID Training Plan**  
**Student Job Placement Deadline: Monday, September 18**  
**Training Plans to CTE Department: Tuesday, September 26**
    1. Job assignment is within Program of Study
    2. **Submit: Original signed Training Plans with TEKS, Child Labor Law and Transmittal Form**
    3. Keep: 3 additional copies of training plan and documentation for (1) Campus (2) Workplace (3) Student

- Career Prep – PAID Training Plan**  
**Student Job Placement Deadline: Monday, September 18**  
**Training Plans to CTE Department: Tuesday, September 26**
  1. Job assignment in Program of Study or other industry as necessary
  2. **Submit: Original signed Training Plans with TEKS, Child Labor Law and Transmittal Form**
  3. Keep: 3 additional copies of training plan and documentation (1) Campus (2) Workplace (3) Student

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- Complete WBL Training for Career Prep/Practicum Teachers**
  - 6-Weeks Onsite Visit Log - Due 5 days after close of each 6-weeks**  
Complete 6-weeks visitation log, including comments and signatures from each work location
  - Change in Work Location – “Change of Training Station Form”**  
If a student changes jobs, *new training plan must be completed.*

Student must find a new job within 15 school days or be removed from the class Change of Training Station documentation submitted to CTE District Office within 5 days of placement to new work location.

**Upon receipt WBL Plans are reviewed, originals are filed at the District Office.  
Copies at campus for (1) School Files (2) Workplace and (3) Student/Parent**

Career Preparation and Practicum courses must span the entire school year; students may not be enrolled at mid-semester unless they transfer from a school where they were enrolled in the same course. It is a campus decision to withdraw a student at mid-semester because they need to be enrolled in other courses.

