

Kentucky Board of Education (KBE)

Non-Course Cooperative (Co-op) or Internship Approval Request

A school district may request approval for a student's completed work hours in a school-sanctioned cooperative (co-op) or internship placement that was NOT part of a course to be applied toward their accountability reporting by completing this application. **You do not need to complete this form if the student is enrolled in a co-op, internship, or experience-based work course with an approved course code.**

This completed application, documentation of the student's completed work hours (totaling 300 or more) in the form of time sheets, logs, or the employer's written verification and the [Employer Evaluation Form](#) must be submitted to the [Non-Course Cooperative \(Co-op\) or Internship Approval Request SharePoint site](#).

The KBE must review and approve each submission before a school can receive credit in the accountability system. **Completed submissions must be received by the first (1st) day of the month at least one (1) month prior to the upcoming KBE meeting.** The KBE meets in February, April, June, August, October, and December. Example: If you would like your request to be reviewed by the KBE at the February meeting, your completed submission must be received by January 1. The last day to submit an application for accountability approval for the current school year is May 1.

703 KAR 5:270 states that successfully completing a KBE-approved co-op or internship that is aligned with a credential or associate degree and which provides a minimum of 300 hours of on-the-job work experience is an indicator of postsecondary readiness in Kentucky's Accountability System. All co-ops and internships should adhere to the information in [Kentucky's Work-Based Learning Manual](#) and to [705 KAR 4:041](#), work-based learning program

District/ School Information

District: _____

School: _____

School Street Address: _____

City: _____ Zip: _____ Phone: _____

Name of submitter: _____

E-mail of submitter: _____

Student's Name: _____ SSID #: _____

Application summary (briefly explain the reason for this request and why this co-op or internship program was not feasible to be associated with a course code):

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Type of WBL:

Description of student job duties and responsibilities (or competencies demonstrated):

Did this placement support a state-identified career program area?

Identify courses the student has completed or is in the process of completing that supported success in this placement. State course codes are required.

What instruction regarding knowledge and technical skills necessary for a successful on-the-job experience in this placement did the school provide to this student?

Employer/Business Partner Information

Employer/ Business Name: _____

Employer Address: _____

Employer Phone/ Email: _____

Supervisor's Name: _____ Supervisor's Title: _____

Student's start date: _____ End date (if applicable): _____

Number of hours completed (300 minimum for approval): _____

To submit additional employers or business partners please use [this continuation form](#) and submit it with your application.

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Student: _____ Date: _____

Worksite Supervisor: _____ Date: _____

Coordinator/Submitter: _____ Date: _____

Principal: _____ Date: _____

Parent/Guardian: _____ Date: _____

*Electronic signatures will not be accepted.***Application Review****FOR KDE/KBE USE ONLY**

School submitting request: _____

District: _____

Name of Submitter: _____

E-mail of Submitter: _____

Date Received: _____

Date Reviewed: _____

Date on KBE agenda: _____

Reviewed By: _____

Recommended for Approval to KBE:**Comments (required if not recommended):**