Kentucky Department of
EDUCATION

Kentucky Board of Education (KBE)
Non-Course Cooperative (Co-op) or Internship Approval Request

<mark>The deadline for submissions for the current school year is May 1.</mark>

Read this approval request form carefully and provide all required documentation. Neglecting to provide the supporting documentation may result in the request being denied by the review committee. Please use the following checklist as a guide to ensure you have included all required components.

___ Student is clearly identified using ONLY their name and SSID #.

___ Employer/Business Partner information is complete.

___ Type of work-based learning (WBL) is clearly identified.

___ Experience is aligned with a credential or associate degree program.

___ Employer verification of 300+ hours of WBL experience is attached.

___ State course codes and course names of **EACH** course offered by the school that helped to support the student in their WBL experience are listed.

___ Justification of how the school supplied knowledge or technical skills instruction to help support the student in their WBL experience is clear.

___ All required signatures are present.

___ Any supporting documentation requested or any documentation you feel gives a clear picture of the WBL experience and its connections to instruction the student received during school hours is attached.

___ The approval request is submitted to the [Non-Course Cooperative (Co-op) or Internship Approval Request SharePoint site](#).

Once the request is submitted using the [Non-Course Cooperative (Co-op) or Internship Approval Request SharePoint site](#), your student will be assigned a Record ID. That Record ID will be the only identification to the application included in any future correspondence regarding the approval request. Please record the Record ID for each submission in your local files.

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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.

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 standards.

Record ID#

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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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.

Evidence of School Involvement

Type of WBL:

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

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

What credential or associate degree does this placement align to?

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?

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Required Signatures

Student: _____ Date: _____

Worksite Supervisor: _____ Date: _____

Coordinator/Submitter: _____ Date: _____

Principal: _____ Date: _____

Parent/Guardian: _____ Date: _____

Electronic signatures will not be accepted.