

MEMORANDUM

To: School Superintendents, Principals and CTE Directors

From: Benjamin Carter, Director of Workforce and Innovation
Office of Workforce and STEM Alliances

Date: July 20, 2018

Re: House Enrolled Act 1002 – Work Based Learning Definition

Background:

The Indiana General Assembly recently passed legislation addressing Work Based Learning Capstone courses. According to IC 20-43-8-0.7, a work based learning course means a program, delivered in an employment relationship that provides a worker with paid work experience and corresponding classroom instruction.

Guidance:

Any Local Education Agency wishing to receive state funding for student enrollments in Work Based Learning (WBL) Capstone courses must ensure the student is provided with paid work experience. This law is effective July 1, 2018; however, the law will not be applied retroactively. Therefore, any enrollments in the WBL Capstone courses that were made prior to July 1, 2018 will be exempt from the paid experience requirement.

WBL Capstone course enrollments must maintain a formal Work Based Learning training plan on file at the location where the student is enrolled in the corresponding Work Based Learning course. The WBL training plan must include the following:

- location of work experience
- supervisor name and contact information
- work based learning teacher name and contact information
- specific work duties and/or detailed description of experience
- competencies or standards that will be addressed by the experience
- work experience schedule and corresponding classroom instruction schedule
- work experience hourly wage or payment amount
- parent/guardian or emancipated student signature
- school/career center administrator signature
- signed employer verification

IDOE has updated the WBL Manual and training plan found [here](#).



Dr. Jennifer McCormick
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

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If you have any questions, please contact Benjamin Carter at (317) 232-9168 or email bcarter1@doe.in.gov.