

Criteria for Placement

The following is a summary of criteria for student adherence to gain enrollment in the Work Co-Op Program:

- Complete three (3) semesters successfully in program or at the start of 4th grading period in the junior year
- Maintain above average performance in CTC class
- Maintain exemplary attendance, absences must be excused and less than ten (10) per school year
- Maintain above average performance in sending school academics
- Insignificant disciplinary record
- Positive recommendation by CTC instructor for:
 - Safe work habits
 - Classroom and shop evaluations
 - Interpersonal skills
 - Dependability and reliability
- Approval from the sending high school administration, adhering to the policy of each district
- Permission of parent/guardian
- Demonstrate a strong desire and or need to work
- Demonstrate career goals are aligned with the worksite position
- Submit to drug and alcohol testing as required by the employer
- Provide work permit if under 18 years of age, and proof of birthdate
- Provide driver's license, proof of auto insurance, and ability to provide own transportation
- Provide resume' and certifications
- Demonstrate ability to work beyond normal school hours
- Ability to follow verbal and written direction
- Attendance of all CTC sending high school testing and required events
- Completion of CTC requirements, portfolio, interviews, projects and certifications
- Completion of all mandatory work based learning documents with required signatures