

Policy CTED-003: Academic Credit for Work-Based Learning

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NORTH CAROLINA STATE BOARD OF EDUCATION

Policy Manual

Item	Description
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Standard Operating Policies for All Work-based Learning Methods Receiving Academic Credit

Forms of Work-based Learning Approved for Receiving Credit

Students receiving academic credit for work-based learning experiences must participate in one of the following forms of work-based learning:

1. High School Apprenticeships in which students are officially registered through the Department of Labor.
2. Cooperative Education through an appropriate Career and Technical education course.
3. Internships connected to course work in the North Carolina Career and Technical Education Essential Standards and Course Inventory (paid or unpaid).
4. Entrepreneurial Experience connected to course work in the North Carolina Career and Technical Education Essential Standards and course Inventory.

Other work-based learning experiences do not receive academic credit.

Academic Credit

- Students participating in high school apprenticeships, cooperative education, internships (paid/unpaid), or the entrepreneurial experience will earn academic credit based upon the number of hours spent in the workplace and required projects. Public School Units may increase the hourly requirements consistently for all forms of work-based learning.
- At minimum, 120 hours are required on-the-job or in a work-based experience for a student to receive one High School Academic Credit. [In recognition of the impact of Hurricane Helene on Western North Carolina, for the 2024-2025 school year only, any public school unit located in a county that was designated by the Federal Emergency Management Agency \(FEMA\) as a major disaster area as of September 28, 2024, may satisfy this requirement through participation in related disaster response or recovery activities, subject to the approval of the PSU.](#)

Overall Requirements for All Forms of Work-based Learning

- Work-based learning experiences must be documented on a student's Career Development Plan to ensure that the student is placed according to his/her career goals. Students receiving credit for work based learning methods of instruction must complete an official agreement among the school, business partner, student and parent/guardian stipulating the requirements and responsibilities of all involved.
- Students desiring to earn academic credit for work-based learning experience outside the academic year must follow the same policies and guidelines required during a regular school year.
- Students cannot receive academic credit by providing school services such as bus driver, cafeteria worker, office assistant, or teacher assistant. (SBE policy CCRE-001, Course for Credit).
- Schools shall not allow early work release during the school day for students participating in any other forms of work experience, such as a part-time job, unsupervised by the school. (SBE policy, BEPL-001 outlining the Basic Education Program).
- Multiple academic credits may not be given for the same work-based experience in the same Career Cluster during the same academic grading period.

Additional Requirements for Specific Work-based Learning Methods

High School Apprenticeship

High school apprenticeship must follow all guidelines determined by Administrative Code, State Law, and Federal Law, as well as the following:

- Registration by the Department of Labor, Bureau of Apprenticeship and Training.
- Standards of Apprenticeship by which each program operates. These standards are adjusted to meet the needs of each employer.
- A work process, that lists all the skills an apprentice will learn and the number of hours for the student will spend on each skill during the course of the experience.
- A schedule of related instruction listing all related courses apprentice must complete. The employer must pay an apprentice on a progressive wage scale aligned to the apprentice's increased skill levels.

Cooperative Education

To qualify for academic credit:

- Students must be enrolled in a Career and Technical education course offering the cooperative method.

The following program areas offer the cooperative education method of instruction:

- Agricultural Education
 - Business, Finance, and Marketing Education
 - Computer Science and IT Education
 - Family and Consumer Sciences Education
 - Trade, Technology, Engineering, and Industrial Education
- The school must retain a signed training agreement on file for each cooperative education student. This agreement must outline the responsibilities of all parties involved.
 - A training plan must be developed for each cooperative education student.
 - Classroom instruction and coordination activities must be provided by a licensed teacher in the content area.
 - Principals must provide teachers/coordinators twenty-five minutes per week per student for the coordination of cooperative education activities. Extended contracts may be used to provide the required time needed to complete this function.
 - A student cannot earn academic credit for their cooperative work-based experience in the school term following a successful classroom experience during the same school year (summer, fall, spring), unless:
 - The teacher-coordinator approves the student as a cooperative education placement for the school term.
 - A teacher-coordinator is available to provide coordination of Work-based Learning.
 - All coordination policies are followed.
 - A training agreement is on file for the student.

- The student is following a progressive training plan.

Entrepreneurial Experience (effective July 1, 2022)

- The Entrepreneurial Experience requires students: (1) develop knowledge or skills in owning/managing a business which the student created or owns at least a 25% share, (2) which generates revenue, and (3) for which students are not compensated with hourly wages or a fixed salary.
- To receive academic credit, students must develop a project which includes a presentation, portfolio, and a business model that demonstrates how the Entrepreneurial Experience developed the students' essential employability skills.
- The Entrepreneurial Experience is a Career Pathway Major course. The prerequisite for the Entrepreneurial Experience is two CTE course credits, of which one must be a concentrator course.

Paid and Unpaid Internships

- All interns must be supervised by a licensed teacher who has an appropriate background for creating placements and supervising interns.
 - A written agreement must be developed among the school, student, parents, and the participating business describing the responsibilities of all parties. This document must be signed by all parties involved and maintained on file by the school. Each party should receive a copy of this document.
 - A written program of work must be developed for each intern, outlining the goals of the internship, the competencies to be mastered by the intern, and the strategies to be employed to achieve the goals of the internship.
 - At the completion of the internship, each intern must submit a written report/project documenting the competencies gained through the experience. The school must request an evaluation of the project from the participating business and consider it when making a decision concerning the intern's grade for the internship experience.
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