



OFFICE OF CAREER AND TECHNICAL EDUCATION
TRAINING AGREEMENT
 COOPERATIVE EDUCATION STUDENTS

Date: _____

I intend to employ:

 (First Name) (Middle) (Last Name) / (Number and Street Address) (City) (Zip Code)

 Social Security # Student ID# Date of Birth Sex

In the capacity of _____ / _____
 (Occupation or Duties of Minor) (Type of Industry)

 (Company Name) Beverage License: Yes No Type _____
 (Circle Yes or No)

 (Street Address) (City) (Zip Code) (Telephone)

Hours of employment: _____ days per week, _____ hours per day, between _____ a.m./p.m. and _____ a.m./p.m.
 (Circle a.m. or p.m.)

EMPLOYER'S RESPONSIBILITIES IN COOPERATIVE EDUCATION: The employer agrees to place the student-trainee in the position specified above for the purpose of providing occupational experience of instructional value. The work activity will be under the supervision of a qualified supervisor. The work will be performed under safe and hazard-free conditions. The trainee will receive the same consideration given employees with regard to safety, health, social security, general work conditions, and other policies and procedures of the company. The employer will adhere to all state and federal regulations regarding employment, child labor laws, and minimum wages and will not discriminate in employment policies, educational programs, or activities for reasons of race, sex, color, religion, national origin, marital status, age, or handicap. (Refer to reverse side of this document for the Florida/Federal Child Labor Laws and extended hours of employment for cooperative education students.)

COOPERATIVE EDUCATION TEACHER'S RESPONSIBILITIES IN COOPERATIVE EDUCATION: The cooperative education teacher agrees to visit each student-trainee at the training agency and will maintain a close working relationship with the person to whom the trainee is responsible while on the job. The cooperative education teacher shall attempt to resolve any complaints through the cooperative efforts of all parties concerned. The cooperative education teacher will meet with each trainee's parent and/or guardian prior to job placement and as necessary during the school year. The local school office will keep each student-trainee's Training Agreement on file for three years.

PARENT'S/GUARDIAN'S RESPONSIBILITIES IN COOPERATIVE EDUCATION: The parent/guardian agrees that the student will participate in the Cooperative Education Program as provided by Miami-Dade County Public Schools.

STUDENT-TRAINEE'S RESPONSIBILITIES IN COOPERATIVE EDUCATION: The trainee agrees to follow rules and guidelines established by the school, employer, and cooperative education teacher with regard to hours of work, school attendance, and reporting procedures.

This document establishes an agreement between the school and employer concerning the conditions of training relative to a student while on the job. It should not be interpreted as a legal instrument nor as any form of binding contract.

WE, THE UNDERSIGNED, have read this Training Agreement and understand the conditions and provisions contained therein.

STUDENT-TRAINEE _____ **TEACHER** _____

PARENT/GUARDIAN _____ **EMPLOYER** _____

INSTRUCTIONS FOR PROCESSING TRAINING AGREEMENT

1. The Cooperative Education Teacher takes this form to the employer to be filled out and signed.
2. The Cooperative Education Teacher secures signatures of parent/guardian and the student-trainee.
3. The Cooperative Education Teacher gives the employer the yellow copy and retains the pink for the student file.
4. The Cooperative Education Teacher submits the white copy of this form to the Office of Applied Technology.

PROVISIONS OF THE FLORIDA AND FEDERAL CHILD LABOR LAWS

The employer is responsible for ensuring that minor employees work the proper hours in nonhazardous occupations in accordance with the Florida and Federal Child Labor Laws.

PROOF OF AGE

The employer must obtain and keep on file proof of the student's age. Any of the following documents may be used to constitute proof of age: an age certificate issued by the Miami-Dade County School Board, or a photocopy of either the student's birth certificate, driver's license, passport, or visa which indicates the student's birth date.

EXTENDED HOURS OF EMPLOYMENT ELIGIBILITY FOR COOPERATIVE EDUCATION STUDENTS

MINORS 14 AND 15 YEARS OF AGE

Minors 14 and 15 years of age shall not be permitted to work: (1) for more than 6 consecutive days per week; (2) for more than 23 hours per week when school is in session; (3) for more than 40 hours per week during summer vacation; (4) for more than 3 hours a day when school is scheduled the following day up to 8 hours if school is not scheduled the next day; (5) before 7:00 a.m. or after 7:00 p.m. during the school year; and (6) before 7:00 a.m. or after 9:00 p.m. during holidays and summer vacation.

MINORS 16 AND 17 YEARS OF AGE

Minors 16 and 17 years of age shall not be permitted to work: (1) for more than 6 consecutive days a week, (2) for more than 8 hours a day during the regular school year, and (3) before 6:30 a.m. or after 11:00 p.m. when school is scheduled the following day. During holidays and summer vacation, no restrictions on hours apply.

Extended hours of employment eligibility for applied technology (vocational) cooperative education students 16 and 17 years of age: Pursuant to Chapter 450, Part I, of the Florida Statutes (Child Labor Law), the student-trainee listed on this training agreement is enrolled in an applied technology (vocational) cooperative education program and is authorized to work (40) hours per week (Monday through Friday when school is in session) as indicated in this student's training agreement.

HAZARDOUS OCCUPATIONS

No minor under 18 years of age may work in the following occupations or use related equipment listed below:

- (a) In heavy building construction, electrical, roofing, wrecking, demolition, and excavation occupations;
- (b) Operation of power-driven bakery equipment;
- (c) In or around toxic substances, corrosives, or pesticides;
- (d) On any scaffolding, roof, or ladder above 6 feet;
- (e) Operation of or assistance with tractors over 20 PTO horsepower, forklifts, earthmoving equipment, any harvesting, planting, or plowing machinery or any moving machinery;
- (f) In using a motor vehicle for delivery or courier work;
- (g) Slaughtering, meat packing, processing, rendering, or the use of meat grinding machines;
- (h) Operation or repair of power-driven metal-forming, woodworking, paper products, or hoisting machines;
- (i) In the transportation, manufacture, or use of any radioactive or explosive materials;
- (j) Fire fighting;
- (k) In logging, sawmill, or mining operations.

Minors 14 and 15 years of age are prohibited from the following occupations and use of equipment listed below:

- (a) Power-driven machinery except power mowers with cutting blades 40 inches or less;
- (b) Operating, oiling, and cleaning all types of power-driven machines;
- (c) Work in freezers or meat coolers;
- (d) Door-to-door sales of products as employment;
- (e) In factories, packing houses, warehouses, in any plant where goods are manufactured or otherwise processed, except for office work;
- (f) Operating a motor vehicle;
- (g) Power-driven laundry and dry cleaning machines;
- (h) Construction, including repair work;
- (i) Work on scaffolds, ladders, or their substitutes;
- (j) Working where alcoholic beverages are served, produced, or consumed;
- (k) Loading or unloading goods to or from trucks, railroad cars, or conveyors;
- (l) Alligator wrestling, work in connection with snake pits, or similar hazardous activities;
- (m) Commercial baking or cooking that is not in view of the public.

ALCOHOLIC BEVERAGE LAW: (562.13 FS) Florida Hospitality Law

No person under 18 years of age, regardless of marital status, may be employed in or about any place where alcoholic beverages are manufactured or sold for retail, except: when sold for consumption off the premises, such as in grocery stores, drug stores, automobile service stations, and restaurants that have only take-out products; hotel/motel employees engaged in work apart from the area where alcoholic beverages are sold and consumed. **Exception:** Minors in the 10th, 11th, and 12th grades, 16 years old in the 9th grade, enrolled in an applied technology (vocational) cooperative education class, may work where alcoholic beverages are consumed provided they do not participate in the preparation, serving, delivery, or sale of the item. Minors are allowed to work as cashiers in stores and restaurants provided they do not physically take the orders, prepare, or deliver the alcoholic beverages.