

2008-2009 SCHOOL YEAR
Issuance of Age Certificates and Training Agreements

Age Certificates (FM-5418, Rev 02-01) are to be issued to minors 14 years of age and over who are to be gainfully employed and are in the Cooperative Education Program.

Training Agreements are issued to all students in the Cooperative Education Program as they become employed.

Students Under the Age of 14 Are Not Allowed To Work and Should Not Be Enrolled in the Cooperative Education Program.

Once the student has a job, the Program Coordinator (teacher) must complete the Training Agreement and Age Certificate. Both of these forms are in triplicate – white copy, yellow copy, and pink copy.

The white copy of the Age Certificate is stapled to the yellow copy of the Training Agreement is given to the employer.

The white copy of the Training Agreement is stapled to the yellow copy of the Age Certificate. Send them to Marketing & Diversified Education Office at:

9999 - SBAB, Room 844

Attn: Mr. Henri Cepero, Instructional Supervisor

Keep the pink copies in the student's confidential files - your records.

Print Firmly and Legibly – Remember you are writing on a triplicate form.

Do Not Send Age Certificates Without Training Agreements!

AGE CERTIFICATES AND TRAINING AGREEMENTS REQUIREMENTS:

- 1) Parent's or guardian's signature is required on the Age Certificate and the Training Agreement for minors under 18 years of age.
- 2) The parent or guardian must sign the Training Agreement for all students.
- 3) Print the student's name, address, and job information clearly.
- 4) Be explicit about the hours and days a student works.
- 5) Verify the hours are in compliance with the Child Labor Laws and that the job is not considered a hazardous occupation.

- 6) Before issuing an Age Certificate, student age must be verified. This can be done through School records or state issued identification card such as a driver's license.
- 7) Student must show his/hers **ORIGINAL Social Security card**, a copy is not **acceptable**. If the student has recently applied for one or lost the original and applied for a replacement, the student must provide a receipt from the Social Security office.
- 8) A Social Security card alone is not proof that a person is authorized to work.
- 9) Examine the card and if "NOT VALID FOR EMPLOYMENT" appears on the card, the student is not allowed to work. Do not issue an Age Certificate.
- 10) If "VALID FOR WORK ONLY WITH INS AUTHORIZATION" appears on the card, the student must show an Employment Authorization Card from DHS (Department of Homeland Security) before the Age Certificate is issued.
- 11) All FOREIGN BORN STUDENTS must have one of the following: Alien Registration Card, Employment Authorization Card, or Employment Eligibility Verification Card (I-94) which must be stamped "Employment Authorization and expiration date."
- 12) The following jobs are not appropriate: baby-sitting, self-employed lawn worker, and maid service in a private home. The aforementioned jobs are not under the direct supervision of an adult or in a business where a student is learning a skill; therefore, it is not acceptable for a Cooperative Education Program.
- 13) It is expected that students are working within the first nine weeks after their enrollment in the Program, otherwise their schedule must be changed to the regular school program.
- 14) All Training Agreement and Age Certificate copies **must be mailed upon student employment to Mr. Cepero's office.**

The Training Agreement and Age Certificate will be distributed by the Office of Career & Technical Education (CTE). Both documents, the Training Agreement (FM-4542, Rev. 11-99) and Age Certificate (FM-5418, Rev. 02-01) must be issued by a District official in the original form only. This means it must be the forms supplied by CTE in triplicate. **Photocopies Will Not Be Accepted.** If original forms of these documents are needed, please use the request form provided.

Please review these instructions and keep them for future reference.