

# Work-Based Learning Checklist



## Qualify



- Have a CTE Class related to internship
- 3.5 G.P.A. for Health Science  
3.0 G.P.A. for other internships
- Current junior or senior and at least 16 years old
- Have consistent and reliable transportation to internship



## Application Process



- Fill out online application
- Attend Workshop #2 then register for program interview
- Register for Workshop #1
- Complete Interview then obtain Workshop Certificate
- Attend Workshop #1 then register for Workshop #2
- Apply & Interview with Employers



## Internship



- Fill out training agreement & submit online.
- Submit Timecard #3 online
- Add internship to class schedule
- Submit Timecard #4 online
- Must obtain 46 hours during semester
- Submit final project online
- Submit Timecard #1 online
- Employer Evaluation online
- Submit Timecard #2 online
- Check-in with work-based learning counselor often