

New Jersey Model Worksite Check List
For Supervising All Structured Learning Experiences
(New Jersey Child Labor Law, Chapter 2, 12:58-1.3 School-to-Work Program)

The undersigned teacher/coordinator and the undersigned work site mentor assigned to supervise _____(student name), who is participating in a structured learning experience/cooperative education experience at the following site: _____(business/agency name), have reviewed the structured learning experience/cooperative education experience on _____(date) and have found the experience to comply the *New Jersey Child Labor Law, Chapter 2, 12:58-1.3 School-to-Work Program* requirements as follows:

Teacher/Mentor Checklist

1. The student's worksite duties are for training purposes only and not gainful employment.

Comments:

2. The student's worksite duties follow a written student training plan approved by the teacher/coordinator and mentor.

Comments:

3. Copies of the signed structured learning experience/cooperative education experience agreement and student training plan are maintained at the worksite.

Comments:

4. The worksite observation is conducted by an authorized teacher/coordinator, who has observed the student's worksite duties.

Comments:

5. The student's worksite duties are supervised by a workplace mentor designated by the host business/agency.

Comments:

6. Prohibited equipment is not a part of the student's worksite duties.

Comments:

Teacher/Coordinator Signature: _____ Date: _____

School District Name: _____ Phone: _____

Worksite Mentor Signature: _____ Date: _____

Business/Agency Name: _____ Phone: _____

File the original signed and dated worksite checklist with the school district. File a copy of the signed and dated worksite checklist with the business/agency sponsor. Worksite supervisions are to occur every tenth day that the student reports to the structured learning experience/cooperative education experience worksite.