

COOPERATIVE EDUCATION COORDINATOR ADMINISTRATIVE CODE

6A:9-13.19 Cooperative education coordinator - hazardous occupations

(a) The cooperative education coordinator (CEC) - hazardous occupations endorsement is required for an individual to serve as a coordinator supervising vocational students who are participating in cooperative education experiences in hazardous occupations in accordance with New Jersey Child Labor Laws, N.J.S.A. 34:2-21, and New Jersey Department of Education rules at N.J.A.C. 6A:8 and 6A:19. This endorsement authorizes the holder to place and supervise vocational students in school-sponsored cooperative education experiences as part of a vocational-technical education program. This endorsement also permits the individual to supervise students participating in any other structured learning experience (SLE) in any career cluster.

(b) To be eligible for the CEC - hazardous occupations endorsement, the candidate shall present:

A1. standard instructional certificate with a vocational-technical endorsement in any field;

2. Two years of successful teaching under a certificate in vocational-technical education, and completion of the following:

i. A minimum of 30 hours of training in Child Labor, Wage and Hour, and Wage Payment laws and regulations, in accord with N.J.S.A. 34:2-21 and 57, N.J.S.A. 34:11-4 and 56 and N.J.A.C. 12:56 and 12:58;

ii. A minimum of 30 hours of training in safety and health and required Department procedures and planning for SLEs pursuant to N.J.A.C. 6A:19;

iii. Two graduate-level college courses or a Department-approved equivalent program in instructional strategies for work-based education and career information/occupational guidance; and

iv. One-thousand hours of employment experience in a hazardous occupation, as approved by the chief school administrator, in accordance with New Jersey Child Labor Laws, N.J.S.A. 34:2-21.

(c) Individuals holding a Vocational-Technical Coordinator: Cooperative Industrial Education endorsement as of January 20, 2004 may serve in a position requiring the CEC - hazardous occupations endorsement in any career cluster.

(d) An emergency certificate in CEC - hazardous occupations may be issued to a candidate who meets the requirements in (d)1 through 3 below. The candidate shall

complete the requirements for the standard certificate in no more than 12 months from the issuance date of the emergency certificate.

1. A standard vocational instructional certificate;
2. Two years of successful vocational-technical education teaching experience; and
3. One-thousand hours of employment experience in a hazardous occupation, as approved by the chief school administrator, in accordance with New Jersey Child Labor Laws, N.J.S.A. 34:2-21.

6A:9-13.20 Cooperative education coordinator

(a) The cooperative education coordinator endorsement is required for an individual to serve in the capacity as a coordinator supervising vocational students who are participating in cooperative education experiences in non-hazardous occupations in accordance with the New Jersey Child Labor Laws, N.J.S.A. 34:2-21, and New Jersey Department of Education rules at, N.J.A.C. 6A:8 and 6A:19. This endorsement also permits the individual to supervise students participating in any other non-hazardous SLE in any career cluster.

(b) To be eligible for the endorsement, the candidate shall present:

1. A standard instructional certificate with a vocational-technical endorsement in any field; and
2. Successful completion of two years of teaching under a certificate in vocational-technical education, and completion of the following:
 - i. A minimum of 30 hours of training in Child Labor, Wage and Hour, and Wage Payment laws and regulations, in accord with N.J.S.A. 34:2-21 and 57, N.J.S.A. 34:11-4 and 56 and N.J.A.C. 12:56 and 12:58;
 - ii. A minimum of 30 hours of training in safety and health and required Department procedures and planning for SLEs pursuant to N.J.A.C. 6A:19; and
 - iii. Two graduate-level college courses or a Department-approved equivalent program in instructional strategies for work-based education and career information/occupational guidance.

(c) Individuals holding a vocational-technical coordinator: cooperative industrial education endorsement or the teacher-coordinator of cooperative vocational- technical education in the occupational areas of agriculture education, distributive education, health occupations, home economics education or business education endorsements may serve in a position requiring the CEC endorsement in any career cluster.

(d) An emergency CEC certificate may be issued to a candidate who meets the requirements in (d)1 and 2 below. The candidate shall complete the requirements for the standard certificate in no more than 12 months from the issuance date of the emergency certificate.

1. A standard vocational instructional certificate; and
2. Two years of successful vocational-technical education teaching experience.

Here are the code revisions currently in proposal status by the State Board of Education:

<http://www.nj.gov/njded/code/title6a/chap9/amendment3/>

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(b) To be eligible for the CEC - hazardous occupations endorsement, the candidate shall present:

1. A standard instructional certificate with a vocational-technical endorsement in any field;
2. Two years of successful teaching under a certificate in vocational-technical education, and completion of the following:
 - i. **[A minimum of 30 hours of training] Training** in Child Labor, Wage and Hour, and Wage Payment laws and regulations, **as required by the Department of Labor and Workforce Development and the U.S. Department of Labor** in accord with N.J.S.A. 34:2-21 and 57, N.J.S.A 34:11-4 and 56, **[and] N.J.A.C. 12:56 and 12:58 and 29 CFR-570 and 1900;**
 - ii. A minimum of **[30] 20** hours of training in safety and health and required Department procedures and planning for SLEs pursuant to N.J.A.C. 6A:19;

iii. Two graduate-level college courses or a Department-approved equivalent program in instructional strategies for work-based education and career information/occupational guidance; and

iv. One-thousand hours of employment experience in a hazardous occupation, as approved by the chief school administrator, in accordance with New Jersey Child Labor Laws, N.J.S.A. 34:2-21.

(c) Individuals holding a Vocational-Technical Coordinator: Cooperative Industrial Education endorsement as of January 20, 2004 may serve in a position requiring the CEC - hazardous occupations endorsement in any career cluster.

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1. A standard vocational instructional certificate;

2. Two years of successful vocational-technical education teaching experience; and

3. One-thousand hours of employment experience in a hazardous occupation, as approved by the chief school administrator, in accordance with New Jersey Child Labor Laws, N.J.S.A. 34:2-21.

6A:9-13.20 Cooperative education coordinator

(a) The cooperative education coordinator endorsement is required for an individual to serve in the capacity as a coordinator supervising vocational students who are participating in cooperative education experiences in non-hazardous occupations in accordance with the New Jersey Child Labor Laws, N.J.S.A. 34:2-21, and New Jersey Department of Education rules at, N.J.A.C. 6A:8 and 6A:19. This endorsement also permits the individual to supervise students participating in any other non-hazardous SLE in any career cluster.

(b) To be eligible for the endorsement, the candidate shall present:

1. A standard instructional certificate with a vocational-technical endorsement in any field; and

2. Successful completion of two years of teaching under a certificate in vocational-technical education, and completion of the following:

i. **[A minimum of 30 hours of training] Training** in Child Labor, Wage and Hour, and Wage Payment laws and regulations, **as required by the Department of Labor and Workforce Development and the U.S. Department of labor** in accord with

N.J.S.A. 34:2-21 and 57, N.J.S.A. 34:11-4 and 56, **[and] N.J.A.C. 12:56 and 12:58 and 29 CFR-570 and 1900;**

- ii. A minimum of **[30] 20** hours of training in safety and health and required Department procedures and planning for SLEs pursuant to N.J.A.C. 6A:19; and
- iii. Two graduate-level college courses or a Department-approved equivalent program in instructional strategies for work-based education and career information/occupational guidance.

(c) Individuals holding a vocational-technical coordinator: cooperative industrial education endorsement or the teacher-coordinator of cooperative vocational- technical education in the occupational areas of agriculture education, distributive education, health occupations, home economics education or business education endorsements may serve in a position requiring the CEC endorsement in any career cluster.

(d) An emergency CEC certificate may be issued to a candidate who meets the requirements in (d)1 and 2 below. The candidate shall complete the requirements for the standard certificate in no more than 12 months from the issuance date of the emergency certificate.

1. A standard vocational instructional certificate; and
2. Two years of successful vocational-technical education teaching experience.

Here is the Vocational Code which regulates cooperative vocational education experiences:

<http://www.nj.gov/njded/code/title6a/chap19/index.html>

“Cooperative education” is a component of a vocational-technical education program by which individuals receive work-based instruction through written cooperative arrangements between a district and employers. This instruction may include required academic courses and related vocational and technical education instruction, by alternation of study in school with paid employment in an occupational field. Such alternation shall be planned and supervised by the district and employer so that each contributes to the education and employability of the individual.

"Related training" means one or more courses in a school in which the apprentice or cooperative vocational-technical education student acquires concepts, competencies, understanding and attitudes appropriate to training station assignments, occupational program areas and career objectives.

6A:19-6.4 Structured learning experiences

(a) Pursuant to N.J.A.C. 6A:8-3.2, Career awareness and exploration, interested students may voluntarily select structured learning experiences (SLE) to complement their classroom instruction. All SLE shall adhere to applicable State and Federal child

labor laws and other regulations of the Federal and State Departments of Education and Labor.

1. The SLE may be either paid or unpaid, depending on the type of activities in which the student is involved.

2. The SLE may or may not be sponsored by a school district.

3. Structured learning experiences may include, but are not limited to:

i. Apprenticeships;

ii. Community service;

iii. Cooperative education service learning ;

iv. Internships;

v. Job shadowing;

vi. School-based experiences;

vii. Vocational student organization activities;

viii. Volunteer activities; and

ix. Work Experience Career Exploration Program (WECEP)

(b) The responsibility of the district board of education is dependent upon the type of SLE in which the student is participating.

1. If a local education agency (LEA) sponsors or provides arrangements for a student's SLE, the LEA shall provide the appropriate student supervision through LEA employees and/or contracted services. The LEA may also be responsible for providing other services as required by rule or statute.

2. If the LEA does not sponsor the SLE, the employer is responsible for supervision of the student on the training site, pursuant to applicable fair labor practices and child labor laws. The LEA may elect to provide that supervision.

(c) For student health and safety, structured learning experience activities are divided into two categories: hazardous and non-hazardous.

1. Some training sites may potentially expose the student to conditions considered hazardous by the Federal or State Departments of Education. Only students who are enrolled in a cooperative education course of study, conducted by an appropriately licensed person, may be placed in a training site considered hazardous. It is the

responsibility of the district board of education to adhere to the Fair Labor Standards Act and all child labor laws when placing students on a training site considered hazardous.

2. Students placed in training sites deemed non-hazardous shall be supervised by the appropriately licensed teacher or other designated LEA employee holding the appropriate license.

(d) If the SLE is sponsored by the LEA, it is the LEA's responsibility to maintain the student's records reflecting the SLE.

"Temporary period of unemployment" means a continuous period of time not to exceed 20 school days, during which a student enrolled in a cooperative education program lacks an employer-sponsor.

6A:19-6.5 Cooperative vocational-technical education programs

a) Cooperative vocational-technical education experiences may be offered in program areas represented by the 16 career clusters recognized by the U.S. Department of Education, which, as of (the effective date of this amendment), are as follows:

1. Agriculture and Natural Resources;
2. Construction;
3. Manufacturing;
4. Logistics, Transportation, and Distribution Services;
5. Information Technology Services;
6. Wholesale/Retail Sales and Services;
7. Financial Services;
8. Hospitality and Tourism;
9. Business and Administrative Services;
10. Health Services;
11. Human Services;
12. Arts and Communications Services;
13. Legal and Protective Services;

14. Scientific Research and Technical Services;
15. Education and Training Services; and
16. Public Administration/Government Services.

6A:19-6.6 Program and training site standards and procedures for cooperative vocational-technical education

- (a) Teachers shall be appropriately licensed for the career cluster in which student placements are made.
- (b) Teachers shall supervise students on the job for a minimum of 30 minutes every two weeks.
- (c) The State Board of Education shall not make provision for reimbursement to employers or to students for additional costs incurred for the operation of, or participation in, cooperative vocational education programs.
- (d) In accordance with the regular district admission process, the prospective cooperative vocational-technical education student shall apply to and be interviewed by the cooperative vocational-technical education teacher to develop the cooperative education agreement.
- (e) The student shall comply with rules established by the district board of education and the Department of Education.
- (f) Each cooperative education experience shall provide on-the-job training which:
 1. Conforms with Federal, State and local laws, in a manner not resulting in the exploitation of student;
 2. Assures that the student may not displace a full-time worker;
 3. Provides the student with training site experiences for not more than five hours per school day and that the combination of school and work does not exceed eight hours on any one day.
 - i. The student shall not work for more than six consecutive days, and the combination of hours for school instruction and employment training during this period may not exceed 40 hours per week;
 - ii. An average of 15 hours per week shall be worked during the approved period of the program; and

4. Provides work periods and school attendance that may be on alternate half-days, full-days, weeks or other periods of time in fulfilling the cooperative education agreement.

(g) The teacher or other assigned school personnel shall have total responsibility for the student's on-the-job placement to ensure that employment is appropriate to the student's skills, abilities and career goals. The site assignment shall constitute a training and learning situation, be free of student exploitation and comply with applicable safety and health standards.

(h) Transportation of the student to and from the cooperative education training site shall be the responsibility of the student, unless otherwise required under the terms of N.J.A.C. 6A:14.

(i) Students under 18 years of age shall not drive as part of their job responsibility pursuant to the Federal Fair Labor Standards Act, Hazardous Order No.#2 (29 C.F.R. Subpart C of Part 570). If a licensed (driver) student, 18 years of age or older, drives on an incidental basis only as part of the job responsibility, insurance shall be provided by the employer.

(j) The teacher or other personnel designated by the local education agency (LEA) shall develop training sites with the following provisions:

1. Training site development and student placement shall be the responsibility of the teacher or other appropriately licensed school personnel assigned by the LEA; and
2. All training sites at which students are employed in structured learning experiences sponsored by the LEA shall be registered with the Department of Education.

(k) The teacher, in conjunction with the employer, shall determine the student's continuation, termination or change in job assignment. An alternate plan shall be developed by the teacher, employer and student for use when any cooperative vocational education student is temporarily unemployed.

(l) Assignments of students shall include assurances that:

1. Training site selection provides opportunity for a progressive structured training environment;
2. A training agreement has been developed prior to the commencement of the SLE, and has been signed by the employer, the teacher, the student and the parent/guardian or, in cases where students are 18 years of age or older (unless prohibited by existing law), the student;
3. The training of all students shall be developed with a training plan that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes; and

4. The related vocational instruction and the regularly scheduled part-time paid employment are planned and supervised by a teacher who holds the appropriate teaching license or endorsement;

5. When the student is employed in a hazardous occupation governed by State and Federal exemptions to the child labor laws, such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person at the training site;

6. Minors at least 16 years of age may be employed in restaurants, but not in the preparation, sale or serving of alcoholic beverages; and

7. Minors at least 16 years of age may be employed in video stores, but not in the viewing, handling, sale or rental of adult-rated videos.

(m) Students in cooperative education programs may not be employed in any occupation or use any tool prohibited pursuant to N.J.S.A. 34::2-21.17, "Prohibited employments for minors" and N.J.A.C. 12:58-3, "Occupations Prohibited to Minors Under 16 Years of Age" and 12:58-4, "Occupations Prohibited to Minors Under 18 Years of Age."

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