

**Structured Learning Experience
Teacher Certification and Training Information**

for

**Structured Learning Experience Coordination
Cooperative Education Coordinator -Hazardous Occupations
Cooperative Education Coordinator
County Apprenticeship Coordinator**

Prepared by

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**STRUCTURED LEARNING EXPERIENCE
ANNUAL TEACHER ASSIGNMENT FORM**

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PART 1: Requirements for Structured Learning Experience Coordination for Any Certified Teachers

N.J.A.C. 6A:9-5.22 Structured learning experiences/career orientation coordination

(a) Structured learning experiences/career orientation coordination include experiences designed for career awareness, career exploration and/or career orientation. These experiences must be in non-hazardous occupations in any career cluster.

(b) The chief school administrator may assign an individual to coordinate structured learning experiences/career orientation if the individual:

1. Holds a standard instructional certificate;
2. Presents evidence of one year of full-time, successful classroom teaching experience;
3. Completes 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*, *N.J.A.C. 12:56* and *58*, and *29 CFR-570* and *1900*; and
4. Completes a minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to *N.J.A.C. 6A:19*, Vocational-Technical Education.

(c) The chief school administrator of the employing district board of education shall:

1. Annually notify the executive county superintendent of all persons assigned to coordinate structured learning experiences/career orientation.

See required SLE courses on page 7.

PART 2: Requirements for Supervising Career and Technical Education Students in Area of Endorsement for Career and Technical Education Teachers Only

***N.J.A.C. 6A:9-9.2(c)* Endorsements and authorizations**

(c) ... “The holder of a standard career and technical education endorsement who has completed the study requirements in *N.J.A.C. 6A:9-13.19(b)2i* and *ii* or *13.20(b)2i* and *ii* also is authorized to place and supervise career and technical education students in school-sponsored cooperative education experiences in the occupation in which the holder is certified as part of an approved career and technical education program.

For information about obtaining a career and technical education certificate, visit the following website:
<http://www.nj.gov/education/educators/license/certandend.htm>

See required SLE courses on page 7.

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PART 3: Requirements for Cooperative Education Certificates - Hazardous and Non-hazardous Occupations for Career and Technical Education Teachers Only

N.J.A.C. 6A:9-13.19 Cooperative education coordinator--hazardous occupations

(a) The cooperative education coordinator--hazardous occupations (CEC-hazardous occupations) endorsement is required for an individual to serve as a coordinator supervising career and technical education 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 career and technical education students in school-sponsored cooperative education experiences as part of a career and 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:

1. A standard instructional certificate with a career and technical education endorsement in any field;
2. Two years of successful teaching under a certificate career and technical education, and completion of the following:
 - i. 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*, *N.J.A.C. 12:56* and *12:58* and *29 CFR 570* and *1900*;
 - ii. A minimum of 20 hours of training or a Department-approved equivalent program 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 career and technical education instructional certificate;
2. Two years of successful career and 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*.

Note that career and technical education teachers who obtained their career and technical education certificates via the alternate route using their work experience do not have to satisfy Number 3, above, if

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their career and technical education certificate is in a hazardous occupation. For a list of common hazardous occupations that would satisfy Number 3, above, visit the following website: <http://www.nj.gov/education/voc/sle/hazards.htm>

See required courses on page 7.

N.J.A.C. 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 career and technical education 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 career and technical education endorsement in any field; and
2. Successful completion of two years of teaching under a certificate in career and technical education, and completion of the following:
 - i. 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*, *N.J.A.C. 12:56* and *12:58* and *29 CFR 570* and *1900*;
 - ii. A minimum of 20 hours of training or a Department-approved equivalent program 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 career and technical education instructional certificate; and
2. Two years of successful career and technical education teaching experience.

See required courses on page 7.

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PART 4: Requirements for County Apprenticeship Coordinator Certificates for Vocational-Technical Education Teachers Only

***N.J.A.C. 6A:9-13.21* County apprenticeship coordinator**

(a) The county apprenticeship coordinator endorsement is required for the position of county apprentice coordinator in any county vocational school district conducting an apprenticeship program. The endorsement authorizes the holder to approve and coordinate apprenticeship training programs in accordance with *N.J.A.C. 6A:8* and *6A:19*.

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

1. A standard instructional certificate with a career and technical education endorsement;
2. Two years of successful teaching in a career and technical education program or one year of successful teaching experience in a career and technical education program and completion of a formal apprenticeship;
3. Completion of the following:
 - i. 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*, *N.J.A.C. 12:56* and *12:58* and *29 CFR 570* and *1900*;
 - ii. A minimum of 20 hours of training or a Department-approved equivalent program 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
4. Two graduate level courses or a Department-approved program in the following required areas: one in the administration and supervision of career and technical education programs and one in industrial and labor relations.

(c) An emergency county apprenticeship coordinator certificate may be issued to a candidate who meets the requirements in (c)1 and 2 below. The candidate will have 12 months to complete the requirements for the standard certificate.

1. A standard instructional certificate with a career and technical education endorsement; and
2. Two years of teaching experience in a career and technical education program, or one year of successful teaching experience and completion of a formal apprenticeship.

See required courses on page 7.

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PART 5: Information Regarding the Non-collegiate Training Requirements for All of the Above

The Department of Education-required courses for the non-collegiate training is designed to prepare teachers to develop student training plans for structured learning experiences that meet the New Jersey Core Curriculum Standards and that are in compliance with *N.J.A.C. 6A:8*, Standards and Assessment, *N.J.A.C. 6A:9*, Professional Licensure and Credentials, *N.J.A.C. 6A:19*, Career and Technical Education Programs and Standards, and *N.J.A.C. 14*, Special Education.

N.J.A.C. 6A:9, Professional Licensure and Credentials, requires “a minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to *N.J.A.C. 6A:19*.” The 20 hours of training are comprised of two courses, “Designing and Implementing Student Training Plans” (18 hours) and “New Jersey Department of Education Student Safety and Health Administrative Code” (2 hours). These two courses are taught by New Jersey Department of Education specialists and consultants. If a teacher has completed any of the Safe Schools courses, they may be applied towards the 2-hour course.

N.J.A.C. 6A:9, Professional Licensure and Credentials, requires “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*, *N.J.A.C. 12:56* and *12:58* and *29 CFR 570* and *1900*.” The New Jersey Department of Labor and Workforce Development established one 6-hour course to cover the New Jersey labor and wage payment laws, regulations and hazardous orders, which is the “New Jersey State Wage Payment and Wage and Hour Laws and Regulations” course. The New Jersey Department of Labor and Workforce Development also established one 6-hour course to cover New Jersey Child Labor Laws, which is the “New Jersey State Wage Payment and Wage and Hour Laws and Regulations” course. These courses are taught by New Jersey Department of Labor and Workforce Development Wage and Hour specialists and assist teachers to ensure that all student placements into worksites and SLEs sites are in compliance with state laws.

The United States Department of Labor has established two courses to cover relevant federal laws. One course is the 6-hour “Federal Wage and Hour and Child Labor Laws, Regulations, and Hazardous Orders,” which is designed to assist teachers to ensure that all student placements into worksites and SLEs are in compliance with applicable federal laws, regulations and hazardous orders. The second course is the OSHA 10 General Industry certificate course, which covers the major worksite safety and health laws, regulations and requirements. This course is designed to assist teachers to inspect worksites and SLE sites for potential health and safety problems prior to student placements, and leads to the teacher obtaining the federal OSHA 10 General Industry certificate. Teachers who have already completed an OSHA 10 Certificate program are not required to repeat this course.

These courses are offered year-round and at different sites throughout the state to ensure convenient access to teachers. The course schedule and registration system is on-line and is managed by the Safe Schools Program and can be found at <http://www.njsafeschools.org> .

For convenience, the OSHA 10 General Industry certificate course is offered together with the 2-hour as a two-day, 12-hour course. However, for those teachers who have already obtained the OSHA 10 certificate but must still complete the 2-hour “New Jersey Department of Education Student Safety and Health Administrative Code” course, and the 2-hour course is now available as an on-line course.

Below is a chart that lists all of the above-mentioned courses and hours requirements:

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**Structured Learning Experience Coordination
Required Non-collegiate Courses**

Code Requirement: A minimum of 20 hours of training or a Department-approved equivalent program in safety and health and required Department procedures and planning for SLEs pursuant to *N.J.A.C. 6A:9-5.22*, Structured learning experiences/career orientation coordination; *N.J.A.C. 6A:19*, Cooperative education coordinator--hazardous occupations; *N.J.A.C. 6A:9-13.20*, Cooperative education coordinator; *N.J.A.C. 6A:9-9.2*, Endorsements and authorizations; and *N.J.A.C. 6A:9-13.21* County apprenticeship coordinator.

Course Title: Designing and Implementing Student Training Plans <i>(Taught by NJDOE contracted work-based learning experts)</i>	18 hours
Course Title: NJ Department of Education Student Safety and Health Administrative Code* <i>(Taught by NJDOE)</i>	2 hours
Total Department of Education-approved training hours:	20 hours

Code Requirement: 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*, *N.J.A.C. 12:56* and *12:58* and 29 CFR 570 and 1900, pursuant to *N.J.A.C. 6A:9-5.22*, Structured learning experiences/career orientation coordination; *N.J.A.C. 6A:19*, Cooperative education coordinator--hazardous occupations; *N.J.A.C. 6A:9-13.20*, Cooperative education coordinator; *N.J.A.C. 6A:9-9.2*, Endorsements and authorizations; and *N.J.A.C. 6A:9-13.21* County apprenticeship coordinator.

Course Title: NJ State Child Labor Laws, Regulations, and Hazardous Orders <i>(Taught by NJ Dept of Labor and Workforce Development Wage & Hour compliance officers)</i>	6 hours
Course Title: NJ State Wage Payment and Wage and Hour Laws and Regulations <i>(Taught by NJ Dept of Labor and Workforce Development Wage & Hour compliance officers)</i>	6 hours
Course Title: Federal Wage and Hour and Child Labor Laws, Regulations, and Hazardous Orders <i>(Taught by US Dept of Wage & Hour compliance officers)</i>	6 hours
Course Title: Federal OSHA 10 General Industry Certificate* <i>(Taught by OSHA Trainers, OSHA Staff, AFL-CIO)</i>	10 hours
Total New Jersey and Federal Wage and Hour, Wage Payment, Child Labor and Occupational Safety and Health approved training hours:	28 hours

* The NJ Department of Education's 2-hour Student Safety and Health Administrative Code course and the federal OSHA 10 course are combined to create a 12-hour OSHA 10 PLUS course for convenience.

For schedules and to register for non-collegiate courses, please visit: <http://www.njsafeschools.org>

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Sign up for announcements of the required non-collegiate courses by subscribing to the sleinfohare e-mail newlist on the Structured Learning Experience webpage at: <http://www.nj.gov/education/voc/sle/>

PART 6: Requirements for College Courses for Cooperative Education Coordinator Certificates, Hazardous and Non-hazardous Occupations

The two graduate courses are required to obtain the cooperative education coordinator - hazardous occupations and the cooperative education coordinator – non-hazardous occupations certificates, one course in career/vocational guidance and counseling, and one course in the principals of work-based education. Courses as of the 2005 school year that would satisfy the *work-based education requirement are in italics*. Individuals who have not completed an undergraduate degree may enroll in an undergraduate-level course with the same content as the graduate-level course.

Note that each institution must be contacted to determine if and when the courses will be offered. Also note that this may not be a comprehensive list. The following URL lists all New Jersey college and university websites: <http://www.state.nj.us/highereducation/>

CALDWELL COLLEGE

Career Information/Occupational Guidance: PS633 Career Counseling

CENTENARY COLLEGE

Career Information/Occupational Guidance: GPY 586 Career Counseling

THE COLLEGE OF NEW JERSEY

Career Information/Occupational Guidance: COUN 535 Career Counseling and Placement

COLLEGE OF SAINT ELIZABETH

Career Information/Occupational Guidance: PSY 643 Career Development and Occupational Opportunities

GEORGIAN COURT UNIVERSITY

Career Information/Occupational Guidance: ED6304 Vocational Guidance

KEAN UNIVERSITY

Career Information/Occupational Guidance: CED 5975 Career Counseling and Development

MONMOUTH UNIVERSITY

Career Information/Occupational Guidance: EDL 520 Career Development and Guidance

MONTCLAIR STATE UNIVERSITY

Career Information/Occupational Guidance: COUN 582 Career Counseling or ISCE 582 Instructional Strategies for Work-Based Education: *INFO 529 The Principles of Cooperative Business Education*

NEW JERSEY CITY UNIVERSITY

Career Information/Occupational Guidance: COED 606 Vocational Guidance for Vocational Teachers
Career Information/Occupational Guidance: COED 660 Career Education for Educators

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Instructional Strategies for Work-Based Education: *COE 602 Instructional Strategies for Work-based Education*

RIDER UNIVERSITY

Career Information/Occupational Guidance: COUN 505 Vocational/Career Development
Instructional Strategies for Work-Based Education: *BSED-508 Organizing and Administering Cooperative Work Experience Programs*

Instructional Strategies for Work-Based Education: *BSED-509 Principles and Strategies of Vocational and Cooperative Education*

ROWEN UNIVERSITY

Career Information/Occupational Guidance: 0826.582: Career Counseling and Development

RUTGERS UNIVERSITY

Career Information/Occupational Guidance: 15:297:510 Introduction to Vocational Psychology

SETON HALL UNIVERSITY

Career Information/Occupational Guidance: CPSY 6301 Career Development and Information

UNIVERSITY OF PHOENIX, JERSEY CITY CAMPUS

Career Information/Occupational Guidance: ECN 545 Student Career Counseling

PENNSYLVANIA COLLEGES AND UNIVERSITIES

PENN STATE UNIVERSITY

Career Information/Occupational Guidance: CNPSY 555 Career Counseling

Instructional Strategies for Work-Based Education: *WFED 508 Workforce Education Management*

Instructional Strategies for Work-Based Education: *WFED 518 Curriculum and Instructional Leadership for Workforce Education*

Instructional Strategies for Work-Based Education: *WFED 543 Work-Based Education*

TEMPLE UNIVERSITY

Instructional Strategies for Work-Based Education: *Career & Technical Education 0501 Curriculum Development in Vocational-Technical Education*

(Temple also offers a Career and Technical Education specialization in its graduate education program.)

LOCK HAVEN UNIVERSITY OF PENNSYLVANIA

Instructional Strategies for Work-Based Education: *ALTE 614 School to Work (Web-based course currently under development)*

UNIVERSITY OF PHOENIX (ONLINE)

Instructional Strategies for Work-Based Education: *VTE501 Cooperative Education Programs in Vocational Technical Education*

Career Information/Occupational Guidance: COUN 535 Assessment Methods in School Counseling

DELAWARE COLLEGES AND UNIVERSITIES

WILMINGTON COLLEGE

Career Information/Occupational Guidance: MEC 7203 Career Development and Information Services

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PART 7: Requirements for Graduate Courses for County Apprenticeship Coordinator Certificates

N.J.A.C. 6A:9-13.21 County apprenticeship coordinator

Two graduate courses are required to obtain the county apprenticeship coordinator certificate, one in the administration and supervision of career and technical education programs and one in industrial and labor relations. Courses as of 2005 that would satisfy the supervision of career and technical education programs are in *italics*.

Note that each institution must be contacted to determine if and when the courses will be offered. Also note that this may not be a comprehensive list. The following URL lists all New Jersey college and university websites: <http://www.state.nj.us/highereducation/>

GEORGIAN COURT UNIVERSITY

Labor Relations Requirement: BU625 Labor Law

NEW JERSEY CITY UNIVERSITY

Administration and Supervision of Career and Technical Education Programs Requirement:

COED 630 Administration and Supervision of Vocational-Technical Education

Labor Relations Requirement: COED 612 3002 Industrial and Labor Relations

RIDER UNIVERSITY

Labor Relations Requirement: MBAD-673 Labor Relations and Collective Bargaining

Administration and Supervision of Career and Technical Education Programs Requirement:

BSED-506 Administration and Supervision of Business and Vocational Education

RUTGERS

Labor Relations Requirement: 38:578:500 Introductory Seminar in Labor and Employment Relations

Labor Relations Requirement: 38:578:560 Collective Bargaining

SETON HALL UNIVERSITY

Labor Relations Requirement: LABR7102 Labor Law

PART 8: Structured Learning Experience Assignment Reporting Requirements and Form

On the follow page of this document is the “Structured Learning Experience Coordination Annual Teacher Assignment Reporting Form” to be used by chief school administrators to satisfy the reporting requirements of *N.J.A.C. 6A:9-5.22*, Structured learning experiences/career orientation coordination. Chief school administrators will use this form to annually report to the county superintendent of schools their structured learning experience teacher assignments.

A copy of the form should be completed and submitted for each teacher assigned when the assignment is made. Attach to the reporting form copies of the certificate of completion of each required non-collegiate course completed by the assigned structured learning experience teacher. If the assigned teacher has not yet completed any of the required courses, then choose the selection on the form that states that the chief school administrator assures that the assigned teacher will actively pursue the completion of the department-required non-collegiate courses.

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SLE Teacher Name: _____

Current Certification: _____

County: _____

District/School/Agency: _____

Address: _____

Phone/Fax/E-mail: _____

School Year of Appointment: _____

I certify that the above teacher has been appointed by me to coordinate structured learning experiences/career orientation experiences during the school year identified above. The teacher, who is employed at the filing district/school/agency, has completed the following required course(s) and a copy of the certificate of completion for each course completed is attached to this form. *(If teacher has not yet completed the required courses, check the last item in the list):*

- Designing and Implementing Student Training Plans (18 hours)
- OSHA 10 PLUS Worksite Safety and Health Training (12 hours)
- Federal Wage and Hour Laws, Regulations, and Hazardous Orders (6 hours)
- New Jersey Wage and Hour and Wage Payment Laws and Regulations (6 hours)
- New Jersey Child Labor Laws, Regulations, and Hazardous Orders (6 hours)
- The above teacher has not completed the required non-collegiate courses. I certify that the above teacher is actively pursuing the required training.

As the duly authorized chief school administrator/director of education of the filing district/school/agency, I certify that the information and documents provided are accurate.

Comments:

Print Name and Title	Signature	Date
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