



OJT Coordinator: Tara Shea
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NSBHS OJT Registration Worksheet

STUDENT INFORMATION: To be completed by student/parent/guardian

Student Name _____ Grade _____ Alpha Code _____

Student Cell # _____ Counselor _____

OJT Guidelines - student must agree to the following:

- **OJT students must be employed (on the payroll) at a company that carries workers' compensation and liability insurance coverage.**
- OJT students are required to participate in meetings with OJT Coordinator throughout the school year.
- OJT students are required to turn in provided OJT timecards on the 1st Monday of the following month.
- OJT students may not change jobs or leave their current job without prior authorization.
- OJT students must regularly attend all in-school classes to remain in the program.
- OJT students must be at least 16 and have available transportation to be OFF-campus for OJT periods.

Student Signature _____

Current Employment Information: Company Name _____
 Manager Name _____
 Company Phone # _____

***** COUNSELOR SECTION *****

CDE-OJT (8300420) Eligibility Checklist (to be completed by counselor):

_____ Student has passed or is currently enrolled in any CTE course

_____ Student is at least 16 years of age (preference is given for working seniors)

_____ Number of enrolled OJT credits
 (4 periods max)



OJT minimum work hours policy

- 1 credit = 5 hours/week
- 2 credits = 10 hours/week
- 3 credits = 15 hours/week
- 4 credits = 20 hours/week

**Students should be enrolled in the number of OJT periods that matches the minimum number of hours they work EACH week. It is advised to schedule FEWER OJT periods at enrollment as more can be added later. OJT periods can be in the morning, afternoon, or a combination, regardless of actual scheduled work hours.

Email completed form to tkshea@volusia.k12.fl.us