

# OJT Training Forms Reminders

## Timecard

*Monthly documentation of the student work hours and the official audit record for the school.*

- Required components: Student name, employer contact information, lists the wages, hours, days, and weekly/monthly totals for the job. Signed and dated by student, employer and teacher. Must be kept by the school district for five (5) years.

## Training Agreement

*This contract designates the general expectations of the student/employee, and the responsibilities of the school, the cooperative education teacher/coordinator, and the employer. A copy is filed with the school, a copy is kept by the employer at the training site, and the parent may receive a copy.*

- Required components: Student contact information, employer contact information, general responsibilities of employer, teacher/coordinator, parent/guardian, and student. Signed and dated by employer, teacher/coordinator, parent/guardian, and student. Must be kept on file for three (3) years.

## Training Plan

*List of the student's job description with specific and general tasks*

- Required components: student name, employer contact information, instructional objectives, signed by the student, teacher and employer. Must be kept on file for three (3) years.

## Employer Evaluation Form

*Evaluation and feedback of student's work progress*

- Required components: Student name, employer contact information, skills and tasks for evaluation. Must be kept on file for three (3) years.