

# ROP Community Classroom/CVE (On-the-Job) Training Checklist



## Community Classroom:

- 1. Verification that student meets the following qualifications:
  - concurrently enrolled in ROP class averaging a minimum of 3 hours of instruction per week
- 2. Verification that an Affiliation Agreement is on file
- 3. Signed Participant Responsibilities Form (copy provided to all parties)
- 4. Community Classroom Student Emergency Contact Information Form
- 5. Acknowledgement of Receipt of EIA Medical Provider Network document (from emergency forms packet)
- 6. Individualized Training Plan (ITP)
- 7. Student Time Sheets
- 8. Observation Log
- 9. Teacher contact information (provided to all parties)
- 10. Parent/Guardian and Student Notification Form (*optional*)

## Cooperative Vocational Education (CVE):

- 1. Verification that student meets the following qualifications:
  - 16 years old
  - full-time student
  - concurrently enrolled in ROP class averaging a minimum of 3 hours of instruction per week
  - work permit on file (if student is under 18)
- 2. Signed Participant Responsibilities Form (copy provided to all parties)
- 3. Individualized Training Plan (ITP)
- 4. Student Time Sheets
- 5. Observation Log
- 6. Teacher contact information (provided to all parties)

### Notes:

- 1) Title V Regulations requires a minimum of one site visit with observation of student(s) every three (3) weeks for un-paid community classroom and every four (4) weeks for CVE (paid employment).
- 2) Community classroom/CVE records to be maintained for 5 years.
- 3) Maximum of 15 workplace hours per week for attendance purposes only.