

Work Experience and Career Exploration Program (WECEP)



For **Career-Based Intervention Programs** Approved by the Office of Career-Technical Education

2026



**Department of
Education &
Workforce**

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WECEP Program Overview

Career-Based Intervention (CBI) is a state-approved Career-Technical Education (CTE) program designed to support students in grades 7–12 (ages 12 to 21) who are identified as disadvantaged—academically, economically, or both—and who face barriers to achieving academic and career success. These students benefit from a combination of academic instruction and work-based learning experiences tailored to their individual needs.

While Ohio does not impose additional restrictions on work hours for students participating in CTE programs, federal regulations under the Fair Labor Standards Act (FLSA) do. Specifically, students aged 14 and 15 are prohibited from working during the school day and are limited to 18 work hours per week when school is in session (29 U.S.C. § 203(l); 29 C.F.R. § 570.35). However, the **Work Experience and Career Exploration Program (WECEP)** provides an exception to these federal limits. Administered under 29 C.F.R. § 570.36, WECEP permits eligible 14- and 15-year-old students to:

- Work during school hours;
- Work up to 3 hours per school day and 23 hours per school week;
- Engage in certain otherwise prohibited occupations under an approved variance, though restrictions still apply for manufacturing, mining, and hazardous occupations.

In Ohio, WECEP is operated **exclusively through approved CBI programs** overseen by the Office of Career-Technical Education at the Ohio Department of Education and Workforce. The U.S. Department of Labor's Wage and Hour Division authorizes the state's WECEP operations in two-year intervals, placing specific requirements on program design to protect students from oppressive work environments and to ensure the seamless integration of their other academic endeavors. CBI programs meet these requirements by carefully coordinating teacher eligibility and responsibilities, program size, instructional schedules, student records and written learning agreements with the expectations of a WECEP program.

WECEP is structured to offer a career-oriented educational experience that aligns with each student's abilities, interests, and long-term goals. The program aims to reengage at-risk youth, foster motivation toward continued education, and facilitate a successful transition into the workforce. To meet federal requirements and ensure student well-being, WECEP programs are designed to integrate seamlessly with academic requirements and are implemented in a manner that avoids oppressive child labor practices.

Importantly, employment is **not** a prerequisite for participation in CBI. Students may engage in unpaid experiential learning aligned with their career interests, even if unrelated to current employment. This flexibility ensures that all students, regardless of their work status, have access to meaningful career exploration and skill development opportunities.

WECEP Eligibility and Application

Eligibility and Requirements of WECEP

To be eligible to participate in WECEP, the following criteria must be met as defined in 29 CFR 570.36 and the business rules for Ohio Career-Based Intervention programs:

- 1) **Program Approval:** “A school-supervised and school-administered work-experience and career exploration program shall meet the educational standards established and approved by the State Educational Agency in the respective State.”
 - The school must have an active, approved CTE-26 application for a Career-Based Intervention (CBI) Program. Each school proposing to operate a CBI program must sign the [program assurances](#) as part of the application.
- 2) **Student Eligibility.** “Any student aged 14 or 15 years who authoritative local school personnel identify as being able to benefit from the program shall be eligible to participate.”
 - Students will not be denied the opportunity to participate in the program for any reason. If interest in the program exceeds the number of available spots, district personnel must have an established system that precludes the potential for discrimination. For further guidance, please see admission criteria guidelines in the 1979 [VOCATIONAL EDUCATION PROGRAMS GUIDELINES FOR ELIMINATING DISCRIMINATION AND DENIAL OF SERVICES ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX AND HANDICAP](#).
- 3) **Credits.** Students shall receive school credits for both in-school related instruction and on-the-job experience.
 - Students in career-based intervention shall receive credit for the related instruction course 252525 Career-Based Intervention.
 - Students participating in WECEP shall receive credit for on-the-job experience using course 252010 Career-Based Intervention Work Based Learning.
- 4) **Size.** “Each program unit shall be a reasonable size. A unit of 12 to 25 students to one teacher-coordinator would be generally considered reasonable. Whether other sizes are reasonable would depend upon the individual facts and circumstances involved.”
 - The [CBI Program Manual](#) explicitly states that the recommended maximum number of students per section is 25.

- 5) **Instructional schedule.** “There shall be (a) allotted time for the required classroom instruction in those subjects necessary for graduation under the State's standards and (b) regularly scheduled classroom periods of instruction devoted to job-related and to employability skill instruction.”
- Participating students must be enrolled in the Career-Based Intervention Anchor course, code 252525. Course instruction must include academic interventions, experiential learning, and related instruction as described in the CBI Program Manual.
 - Curriculum for the related course must follow the [CBI Curriculum Guide](#), including all seven units: 1) Postsecondary and Career Preparation, 2) Creativity, Innovation and Motivation, 3) Workplace Behaviors (soft skills), 4) Workplace Technologies (hard skills), 5) Culture and Communication, 6) Financial Independence, and 7) Workplace Fundamentals and Personal Wellness.
- 6) **Teacher-coordinator.** “Each program unit shall be under the supervision of a school official to be designated for the purpose of the program as a teacher-coordinator, who shall generally supervise the program and coordinate the work and education aspects of the program and make regularly scheduled visits to the workstations.”
- The instructor of the program must hold a CBI License Endorsement or a supplemental CBI Endorsement. By choosing to participate in the program, the CBI instructor also serves as the local WECEP Coordinator for students in the program.
 - The same instructor of the related course must also be the supervisor of the WECEP experience.
- 7) **Written training agreement.** “No student shall participate in the program until there has been made a written training agreement signed by the teacher-coordinator, the employer, and the student. The agreement shall also be signed or otherwise consented to by the student's parent or guardian.” (See “Required Documentation”).
- 8) **Other provisions.** “Any other provisions of the program providing safeguards ensuring that the employment permitted under this section will not interfere with the schooling of the minors or with their health and well-being [...]” (See remaining sections of this Handbook).

WECEP Application for CBI Programs

A completed WECEP Application must be on file with the Department of Education and Workforce, Office of Career Technical Education for each employer participating in the WECEP.

To complete the application, the educational agency must send the following documentation to the Department of Education and Workforce, Office of Career Technical Education:

- 1) The WECEP Application (Appendix 1) including Instructor Acknowledgement.
- 2) The WECEP Administrator Acknowledgement (Appendix 2).
- 3) A Training Plan or Work-Based Learning Agreement for each student that intends to work at each location under the WECEP. Each must include a job description, required duties, and job title. **Student names must be removed and replaced with the student SSID number.** *Training plans or work-based learning agreements can be submitted at a later day following initial application.
- 4) Completed variance requests for each employer (if necessary).

Send completed forms and supplemental documentation to:

- Email the CBI Program Specialist, listed on the [Career-Based Intervention main webpage](#); or
- Mail to:
Ohio Department of Education & Workforce, 6th Floor
Office of Career-Technical Education
Career Based Intervention Program Specialist
25 South Front Street
Columbus, Ohio 43215-4183

Required Documentation

CBI Programs that intend to operate a WECEP must complete the following:

Training Plans and Learning Agreements

All CBI student workers participating in the WECEP must complete a signed Training Plan or Work-Based Learning Agreement as part of their experience. Training Plans are to be used when students are participating in work experience that is not directly aligned to their post-secondary goals or to specific academic or technical standards. A Work-Based Learning Agreement should be in place if a student intends to use the experience as work-based learning as defined by the Department of Education and Workforce. The student, a parent or caregiver, the employer/mentor, and the CBI instructor jointly enter into and sign the Training Plan or Work-Based Learning Agreement. It must address the responsibilities of all the parties involved.

A copy of the Training Plan or Work-Based Learning Agreement for each student participating in the WECEP must be emailed to the Career-Based Intervention Education Program Specialist. The contact information can be found on the [CBI webpage](#). This documentation must be thorough and detailed as evidence of meeting the federal requirements and definitions of the WECEP.

1. Training Plan

The training plan is a tool to be used by the CBI student, CBI instructor and the employer/mentor (as applicable) to develop and evaluate job competencies and employability skills that students will demonstrate during the experience. Students are required to create a training plan for each job that they will hold during the school year (unless they are creating a learning agreement). Training plans should specify the expectations of the student in their work position, including required training, generic professional skills, specific competencies as stated in the job description and safety competencies. These competencies and their application on the job will make up the student evaluation. (See [Resources and Tools: Sample Training Plan and Rubric](#)).

1. Work-Based Learning Agreement

The learning agreement is a tool to be used by the CBI student, CBI instructor, and the employer/mentor to plan for and evaluate student learning in a specific industry role. Learning Agreements will utilize the CBI curriculum content, the Ohio Means Jobs Readiness Seal, Academic Content Standards, and/or CTE pathway standards specific to that student's post-secondary goal to establish the learning outcomes of the experience. The learning agreement will also establish a method and schedule for evaluation of the student growth in the defined competencies. For more information, please refer to the Ohio Department of Education and Workforce's [Work Based Learning webpage](#) (See [Sample Resources: Learning Agreement](#)).

Instructor Evaluations

1. Workplace Safety Evaluations

WECEP Coordinators/CBI Instructors must submit evidence of work site evaluations with evidence that student worksites meet or exceed industry safety standards. The state has provided a [sample workplace safety evaluation](#) for teacher-coordinators.

Additionally, WECEP Coordinators should collaborate with employers to ensure that students receive technical and safety training to ensure successful performance in the assigned work tasks, especially in atypical workplace environments.

2. Student Evaluations

Students participating in WECEP should be evaluated on their job performance. Evaluations are based on the competencies identified in the student's training plan or learning agreement. A rating scale for these competencies needs to be developed and explained to all parties. (For an example template, see [Resources and Tools: Sample Training Plan and Evaluation Form, the Ohio Means Jobs Readiness Seal Student Rubric and/or the Sample Learning Agreement](#)).

While not required documentation for the WECEP application, schools and WECEP coordinators should retain records of such evaluations for a period of five years.

Accidents or Labor Violations

Accident Reports

Any accident/injury sustained by a WECEP student while performing their experiential learning activity is to be reported to the Department immediately, no less than 72 hours after the event. Instructions for submission are found on the form. The Career-Based Intervention student must be in WECEP at the time of the accident to be required to submit the Accident Report form available in the appendix.

Wages & Hours

All wages paid to CBI students shall be in compliance with federal and state minimum wage laws. Please visit the U.S. Department of Labor's website for the latest information on [Wages and Hours](#). Also, please visit the [Ohio Department of Commerce, Bureau of Wage & Hour Administration](#). Businesses employing CBI students under the age of 16 are permitted to pay no less than the current [federal minimum wage rate](#). For a complete guide to minor wages and hours, please refer to the FLSA [Rules and Regulations for Youth Employment](#) linked here.

Community businesses employing students as part of a WECEP must conform to all minor labor laws as outlined in the FLSA, maintain accurate employment records, adhere to state and federal child labor provisions and avoid placement in hazardous occupations. Students aged 14 and 15 shall not exceed the hours limitations of the WECEP program.

Any suspected violation of Ohio minor labor laws or minimum wage laws should be reported immediately to the [Ohio Department of Commerce, Bureau of Wage & Hour Administration](#).

EMIS Reporting and Records:

The Ohio Department of Education and Workforce requires local education agencies to report the students participating in the WECEP program as part of the end-of-year data collection in the Electronic Monitoring Information System (EMIS). WECEP Reporting codes and instructions are in the [EMIS Manual Section 2.9, Student Program \(GQ\) Record](#).

The WECEP program code “305007” is required to be reported for a student if the answer to all of the following questions is “Yes”. If the answer to any of the following questions is “No”, do not report the WECEP program code.

- Is/was the student enrolled in a Career-Based Intervention program (subject code = 252525)?
- Is/was the student working?
- Is/was the student paid for working?
- Is/was the student 14 or 15 years of age?

Schools and districts that have reported the use of the WECEP code can expect annual follow-up from the CBI Program Specialist to confirm accurate reporting and record keeping.

For each student participating in the WECEP, the following records must be kept at the local education agency for a period of five (5) years from the date of enrollment in the program and shall be made available for inspection or transcription to the representatives of the Administrator of the Wage and Hour Division:

1. WECEP Program Application for the employer(s) of the student.
2. Training Plans and/or Work-Based Learning Agreements for each student.
3. Evidence of workplace safety evaluations.
4. Evidence of regular student evaluations by the teacher-coordinator and the employer.
5. Any variance requests made on behalf of the student.
6. Any accident reports filed on behalf of the student.

Workplace Variance Requests and Approvals:

Variance Definitions

Federal minor labor law definitions do not allow minor student learners to participate in any [hazardous occupations](#) as part of their work experience. Programs should refer to the [Federal Fair Labor Standards Act](#) (FLSA). For a complete list of restricted occupations by student age, please refer to the [FLSA Fact Sheet #43](#) linked here.

The U.S. Department of Labor allows students participating in WECEP to work in some restricted occupations if an approved WECEP variance is obtained. The WECEP variance request should outline all the steps the program will take to ensure the minor student can safely perform the work. Variances are determined on a case-by-case basis. Examples of variations include:

1. **Retail Food Trade** – Operating deep fat fryers that are not equipped with devices that automatically raise and lower the baskets or unloading trucks at retail and food service establishments.
2. **Outdoor Maintenance Assistant** – Operating a power-driven lawnmower (not riding) and/or weed eaters that use plastic string (not metal).
3. **Bus Garage Assistant** – Washing and cleaning school buses under limited conditions.
4. **Working in unallowable job locations** – Variances can sometimes be granted for students working in an otherwise prohibited setting, provided that the student is removed from all potentially hazardous equipment and their job role is to perform non-hazardous job duties. Students will not be permitted to experience potentially dangerous workplaces that could jeopardize their health and welfare. The circumstances of such roles must be described in detail to be considered for a variance.

If a student's role includes any of the above, a variance application must be submitted. Federal law that regulates permissible occupations for 14- and 15-year-olds is found in the [Code of Federal Regulations \(CFR\) Title 29, Part 570 – Child Labor Regulations, Orders and Statements of Interpretation](#), Section 29CFR 570.34 – Occupations that may be performed by minors 14 and 15 years of age.

Variance Application Timeline

No student may work in a restricted position until the variance application has been approved by the U.S. Department of Labor, Wage, and Hour Division. The Ohio Department of Education and Workforce, Office of Career-Technical Education, serves as the liaison between the local education agency requesting the variance and the federal government.

Every effort is made to receive forms in a timely manner. However, the turn-around process will probably be a minimum of three to four weeks from the time the Ohio Department of Education and Workforce receives the form, sends it to the U.S. Department of Labor in Washington, D.C., the U.S. Department of Labor returns approved or disapproved forms to the Ohio Department of Education and Workforce, and it is returned to the CBI Coordinator/Instructor.

Once approved, give a copy of the approved variance form to the employer, as well as retaining a copy for your files. Files for Career-Based Intervention programs should be retained for a period of five years.

Variance Applications - Frequently Asked Questions

Should I submit a variance application for all business partners who employ 14 and 15-year-old students?

No. Only submit variance forms if your students are working in **any one of the tasks listed** on the food service, outdoor maintenance assistant, and school bus garage maintenance variance form or if a student wishes to work in an **unallowable job location**. List on each form the specific job tasks or locations that require a variance for the establishment. Do **not** include job duties not requiring a variance (allowable by current federal law 29 CRF 570.34) or that are prohibited and not listed as a task that can gain approval by the variance. Only submit variances for establishments you have checked out and will or could possibly be hiring a student. A variance could be denied because there is nothing to approve.

Do I need to submit a variance form for each student?

No. Variances are granted to employers, not to students. There should not be more than one variance form submitted for any one place of business or establishment; therefore, if multiple CBI students are employed at the same business location, only one variance form should be submitted on behalf of that place of business.

Can a student who was working under an approved variance application switch employers and continue doing the same work approved through the prior variance?

No, a different variance application must be submitted for each place of employment. You may not employ students in a job where a variance is needed without first receiving a variance approval from the U.S. Department of Labor.

How often must a variance application be submitted?

The re-submission of variances is expected every two years to coincide with the two-year approval process by the U.S. Department of Labor to implement state-approved WECEP. Variance forms may be submitted anytime during the two-year approval cycle.

What are considered “prohibited” or “hazardous occupations” for students employed under WECEP?

[Child Labor Regulation No. 3](#) currently bans 14- and 15-year-olds from performing any work as listed in the 17 Hazardous Occupations. For the complete list, please refer to [Fact Sheet #43: Child Labor Provisions of the Fair Labor Standards Act \(FLSA\) for Nonagricultural Occupations](#)

What information must be included in the variance application?

Be accurate and specific in the information submitted on the variance form. Variance reviewers sometimes call the place of employment for clarification.

How much detail should variance applications contain?

Lack of detail, specifically around safety precautions, training, and protective equipment can result in the denial of the application. Be as specific and detailed as possible. Safety descriptions are the key item of interest to the U.S. Department of Labor (USDOL) reviewers of these variances. Fill out, in detail, specific safety training on-site and in class for these varied job duties.

What may cause a variance request to be denied?

Requests can be denied when teacher-coordinators are too vague when writing about safety. USDOL is interested in such issues as how the training will prevent specific injuries that occur in the establishment for which the variance is requested. For example, in a retail eating establishment, USDOL would be interested in how the training will help to prevent burns, address electrical hazards, or provide other practical training both in the classroom and on-the-job. The CBI coordinators do not need to list “compliance with OSHA or other safety standards” as a “safety factor.” USDOL assumes that such compliance is assured before any teen is placed in the establishment. Such compliance, by and of itself, is not sufficient to meet the requirements for granting a variance.

Does a variance apply during the summer?

Variances only cover 14- and 15-year-old WECEP students during the school year. *Variances are not in effect during the summer months when school is out.*

When might a student be permitted to work in an unallowable job location?

From time to time, USDOL has received requests from coordinators for variances in occupations that are specifically prohibited in Section 570.33 of the regulations, including manufacturing, processing, work in a workroom or workplaces (including garages, paint shops, refuse collection sites, body shops and other places where goods are manufactured or processed). USDOL also receives requests for occupations in transportation, warehousing and storage, communication and construction. Such work is too hazardous or can adversely affect the health and welfare of 14- and 15-year-olds. No variances will be granted for such occupations.

At times, approval has been given for a variance for allowing a student to perform non-hazardous job duties in an unallowable job location under special circumstances. Example: A dry-cleaning establishment is a prohibited job location unless it is front counter work and there is a wall between the student and the hazardous dry-cleaning equipment. A special variance request is needed, describing the circumstances in detail. Example: Working in a manufacturing setting is prohibited; however, it may be approved if the student is cleaning in the business office away from hazardous equipment. A special variance request would be needed describing the circumstances in detail.

Where do I send the variance application?

Send to: Ohio Department of Education, 6th Floor, Office of Career-Technical Education, Career-Based Intervention, 25 South Front Street, Columbus, OH 43215-4183. Or email the current CBI Program Specialist listed on the [Career-Based Intervention main webpage](#).

Additional Minor Labor Law information is available in the [Career-Based Intervention Program Manual](#). You may also wish to contact the [Ohio Department of Commerce, Bureau of Wage & Hour Administration](#) or [local offices of the U.S. Department of Labor, Wage and Hour Division](#). Be sure to tell them you coordinate a WECEP program.

Appendix 1: Work Experience and Career Exploration Program (WECEP) Application

The Work Experience and Career Exploration Program (WECEP) offers exceptions to the child labor regulations and permits 14- and 15-year-olds to be employed in otherwise prohibited circumstances. Career-Based Intervention (CBI) is Ohio's operation of WECEP.

The following information is required for any employer that hires 14 and 15-year old students in the program. Completion of this application, in full, is required before any student may be eligible to work 1) during school hours, 2) up to three hours on a school day, 3) up to 23 hours per week during the school year, and/or *4) in an otherwise prohibited occupation. Applications are submitted per employer, not per student.

*WECEP permits variances, on a limited basis, from certain child labor hazardous occupation standards. Students may not work in a position requiring a variance until it is approved by the U.S. Department of Labor, Wage and Hour Administrator on a case-by-case basis.

Application

1. Provider Name (District and School or Community School)
2. Building IRN
3. CBI Instructor/WECEP Coordinator Name
4. CBI Instructor/WECEP Coordinator Email Contact
5. CBI Instructor/WECEP Coordinator Phone Number
6. Proposed place of employment:
7. Proposed place of employment address and business phone number
8. How many students will be employed at this location under the WECEP?
9. A variance request for this employer is being requested (Y/N)

CBI Instructor/WECEP Coordinator Acknowledgement

I, the CBI Instructor/WECEP Coordinator, certify that I will:

- I. Complete and document a workplace safety evaluation for each WECEP work site.
- II. Submit a training agreement or work-based learning agreement to the Department of Education and Workforce for each student that intends to work at this location.
- III. Conduct ongoing evaluations for each student during the WECEP work placement.
- IV. Report any injuries or child labor violations immediately to the Ohio Department of Education and Workforce and the Ohio Department of Commerce.
- V. Keep updated records of all students participating in the WECEP for at least five years with the understanding that records shall be made available for inspection or transcription to the Ohio Department of Education and Workforce, Office of

Career-Technical Education, and the U.S. Department of Labor, Administrator of the Wage and Hour Division, upon request.

Signature: _____ Date: _____

Appendix 2: Work Experience and Career Exploration Program (WECEP) Supervisor Acknowledgement

Supervisor Acknowledgement of WECEP Roles and Responsibilities

I, _____ (name and role) from _____ (district and building), hereby acknowledge that I have read and understood the Handbook for the Work Experience Career Exploration Program (WECEP) for Career-Based Intervention.

I understand my responsibility to uphold the requirements of Section II (WECEP Eligibility) and Section III (Required Documentation) of the CBI WECEP Handbook.

I understand that the Career-Based Intervention Instructor _____ (name) will serve as the teacher-coordinator for students participating in the WECEP.

Signature: _____

Date: _____

Appendix 3: Work Experience Career Exploration Program (WECEP) Accident Report

WECEP Accident Report

Any accident/injury sustained by a WECEP student while performing their work-based learning activity is to be reported to the Department IMMEDIATELY. **A WECEP student is one who is 14 or 15 years of age and in a paid work-based experience.** The Career Based Intervention student must be in WECEP at the time of the accident to be required to submit this form.

SUBMIT A SEPARATE FORM FOR EACH INCIDENT OF A WECEP STUDENT ACCIDENT/INJURY.

1. Provide the following information concerning the injured WECEP student:

Student SSID: _____

School Building: _____

School Telephone: _____

School District: _____

CBI Instructor Name: _____

Instructor Contact (phone or email): _____

Instructor's Supervisor Contact (phone or email): _____

2. Place of Employment

Name of Employing Company: _____

Employer Telephone: _____

Employer Address: _____

Employment Supervisor Name: _____

Employment Supervisor Contact (phone or email): _____

3. Accident Information:

Date of injury: _____

Was an accident report submitted or filed? _____

If so, to whom? _____

Description of student's job duties (please be specific)

Provide a detailed narrative of the accident circumstances and physical surroundings:

What was the nature of the accident/injury? _____
Did the student require medical care because of the accident?

4. Documentation Information:

Was the WECEP student working in a job that required variance?

If so, was a variance form submitted and approved for this job duty at the time of the accident/injury? _____

Has the student's Training Plan or Learning Agreement been sent to the Ohio Department of Education and Workforce?

Was this student reported as participating in WECEP in the EMIS system?

When submitting this form include a copy of:

- The WECEP variance form (if applicable)
- The student's training plan and/or learning agreement

Teacher's Signature _____

Date _____

Send completed form and supplemental documentation to:

Email the CBI Program Specialist, listed on the [Career-Based Intervention main webpage](#)

Or mail to:

**Ohio Department of Education & Workforce, 6th Floor
Office of Career-Technical Education
Career Based Intervention Program Specialist
25 South Front Street
Columbus, Ohio 43215-4183**

Appendix 4: Work Experience and Career Exploration Program (WECEP) Variance Request

U.S. Department of Labor variance application

School years: _____

Select Variance Reason:

☐ Retail Food Trade ☐ Outdoor Maintenance ☐ Bus Garage ☐ Unallowable Job Location

FORM MUST BE TYPED

CBI Teacher/Coordinator: _____ **Date:** _____

School District: _____

School Building: _____

School Building IRN: _____

School Building Address: _____

City: _____ **State:** _____

ZIP: _____

School Building Telephone No: _____

Business Establishment Name: _____

Business Establishment Primary Purpose/Industry: _____

Address: _____ **City:** _____

State: _____ **ZIP:** _____

Business Telephone No.: _____

Variance Requested: (Describe job duties of variance requested. List only the specific variance(s) from the list above that applies to this job location.)

Variance Conditions: (Write narrative explanation in addition to any specifics that apply below.)

Safety Training: What specific safety training is provided on-site and in class related to the variance request in this place of employment? (Write a **detailed** narrative explanation.)

Supervision: Describe how supervision will be provided to ensure safety. (Write a **detailed** narrative explanation.)

Protective Equipment: Describe the personal protective equipment the student will use. (Write a **detailed** narrative explanation).

Email documents the CBI Program Specialist, listed on the [Career-Based Intervention main webpage](#)

Or mail to:

Ohio Department of Education & Workforce, 6th Floor
Office of Career-Technical Education
Career Based Intervention Program Specialist
25 South Front Street
Columbus, Ohio 43215-4183

IMPORTANT NOTES:

All applications must be completed in detail for a variance to be considered. The CBI Program Specialist will send this form to the US Department of Labor, Wage and Hour Division for consideration. Students MAY NOT be employed in a job where a variance is needed without first receiving variance approval from the U.S. Department of Labor.

If approved, give a copy of the approved variance form to the employer and retain a copy in the CBI instructor files.