

EMIS Reporting of WECEP

The names and addresses of each school enrolling WECEP students and the number of enrollees in each school shall be kept for 3 years at the State Education Office and made available for inspection by representatives of the Administrator of the Wage and Hour Division. Ohio gathers and maintains this data via the Education Management Information System (EMIS). Please adhere to the following information when reporting WECEP students through EMIS:

- The 6-digit WECEP student code 305007 is entered on the local EMSPGM screen (Student Program File Maintenance Program).
- The WECEP designation ONLY applies to students ages 14 and 15 in PAID work experience within Career Based Intervention Programs.
- Report these students as WECEP if they are 14 or 15 during the first full week of October.
- If a WECEP student turns 16 during the course of the school year, he/she is still coded as WECEP for June EMIS reporting.
- If a student turns 14 during the school year