

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