

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.