

Tax Credit Certificate for Work-Based Learning Experiences Application Manual



**Department of
Education &
Workforce**

Table of Contents

Introduction.....	3
Starting a Tax Credit for WBL Experiences Application	4
Employer Survey.....	5
Student Survey	7
Application Review	10
Download Certificate.....	10

Introduction

The Office of Career-Technical Education (CTE) has designed the Tax Credit Certificate for Work-Based Learning (WBL) Experiences Application Manual to provide a step-by-step process for businesses to complete the Tax Credit Certificate Application. If you still have questions about completing the application after reviewing the document, please contact Program Administrator, Tanya Rogers, at tanya.rogers@education.ohio.gov.

[Please review eligibility requirements for employers and student employees.](#)

The 2025 Tax Credit Certificate for WBL Experiences application is in the OH|ID account. The 2025 application window is January 1, 2026 to February 1, 2026, as outlined in [Ohio Revised Code 5747.057](#).

The Office of CTE is responsible for approving or disapproving a tax credit application within 60 days of submission.

Starting a Tax Credit for WBL Experiences Application

1. Login to the [OH|ID](#) system. (Figure 1)
2. Prior to beginning an application, please have available:
 - WBL Tax Credit Documentation
 - Work-Based Learning Agreement
 - Amount of Student Compensation

Figure 1

3. In the My Sites and Applications list, select Tax Credit Application. (Figure 2)
4. Under Organization, check that the correct business is selected. Then, click the Tax Credit for Work Based Learning Experience. (Figure 3)

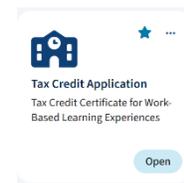


Figure 3

Figure 2

5. Click Search. Select the IRN and name of the business (Example in Figure 5: 020360- Test Tax Credit Company). (Figure 4 and Figure 5)

Figure 4

Search Results						
Returned 1 Results						Filter: <input type="text"/>
Organization	Program Period	Number Of Surveys	Overall Completion Status	Sponsor	Consultants	District
020360 - Test Tax Credit Company	Tax Credit for Work Based Learning Experience Year - 2022	2	Not Started			

Figure 5

Employer Survey

- Select Start Survey for the 2024 Tax Credit for Work Based Learning Experience **Employer Survey**. (Figure 6)

Survey Plan(s)	Started Date	Last Updated	Completion Status	
2022 Tax Credit for Work Based Learning Experience Employer Survey				Start Survey
2022 Tax Credit for Work Based Learning Experience Student Survey				

Figure 6

- Ensure the Employer Section is selected. (Figure 7)

Sections Hide Sections

* Required @ Recommended EPR

* **Employer** ☑

Certificate ☐

Figure 7

- Complete Questions 1 and 2 with business information and the details for the business's point of contact. (Figure 8)

Questions i

2022 Tax Credit for Work Based Learning Experience Employer Survey

Prev Section
Employer

Next Section

EPR ☑

Questions * Required @ Recommended

1

2

3

Group Name Employer Details

Question 1 ☑

Employer Information

Employer Name Address Line 1 Address Line 2 City State ZIP Please enter the employer FEIN or SSN without dashes

123456789

Documents
Comments
Communication

Question 2 ☑

Employer Contact

First Name Last Name Phone Email
 Bob Johnson 1234567890 test@test.com

Figure 8

- Complete question three and ensure all business owners are included. The Percentage of Ownership *must* equal 100%. (Figure 9)

- a. Hit +Add Row to add additional owners.
- b. If the business only has one owner, provide the owner's name and input 100 in percentage of ownership.

* Question 3 
Owner Details

Owner Name	Owner SSN	Percentage of Ownership	Action
Test	123456789	25.00	
Test2	876858677	25.00	





Figure 9

- 10. Select Yes to certify that the information provided in the application is complete and accurate and that the employer and employee are eligible for the Tax Credit Certificate for Work-Based Learning Experiences in adherence with Ohio Revised Code 5747.057. (Figure 10)

I certify that to the best of my knowledge the information provided in this application is complete and accurate and that the employer and employee are eligible for the Tax Credit Certificate for Work-Based Learning Experiences in adherence with [Ohio Revised Code 5747.057](#).

Yes

 0 Documents  0 Comments  0 Communication

Figure 10

- 11. Go back to the top of the page to submit the Employer Survey. Under completion status, select Submitted from the drop-down menu and click the save button to the right of the drop-down menu. (Figure 11)
Note: To save and come back to the survey, select In Progress from the drop-down menu and click the save button.

Survey List

Survey Plan(s)	Started Date	Last Updated	Completion Status
2022 Tax Credit for Work Based Learning Experience Employer Survey	12/02/2022	12/02/2022	Started 
2022 Tax Credit for Work Based Learning Experience Student Survey			

Figure 11

Student Survey

- Next, select the 2025 Tax Credit for Work Based Learning Experience **Student** Survey. The Document ID numbers correlate with the Document ID number on the Work Based Learning Tax Credit Documentation. Check the Document ID to ensure the correct information is provided for each student. Select the Document ID to complete the student's survey. (Figure 12)

Survey Plan(s)	Started Date	Last Updated	Completion Status
2022 Tax Credit for Work Based Learning Experience Employer Survey	11/29/2022	11/29/2022	Submit
2022 Tax Credit for Work Based Learning Experience Student Survey			

Document ID	Started Date	End Update	Completion Status
8006204289	11/28/2022	11/28/2022	In Progress
7876128237	11/29/2022	11/29/2022	In Progress
7877122789	11/29/2022	11/29/2022	In Progress
6963640783	11/30/2022	11/30/2022	Started
8006068233	11/30/2022	11/30/2022	Started

Figure 12

- To upload the Work Based Learning Tax Credit Documentation and the Work Based Learning Agreement, click Documents. Documents on File will pop up on the left side of the screen. Select +Add Documents. From the drop-down menu, select the type of document. Drag file or click to browse for files. Once both documents are uploaded, click Close Add Documents. (Figure 13)

Figure 13

- Select Yes on Question 1 to indicate both documents have been uploaded. (Figure 14)

Figure 14

- Provide student information. Double check the information provided is for the correct student. (Figure 15)

*** Question 2**

Student Demographic Information

Student First Name Student Last Name Student Date Of Birth

Please enter the last 4 digits of Student's SSN Graduation Date

[0 Documents](#) [0 Comments](#) [0 Communication](#)

Figure 15

Note: The graduation date is not required if not known. However, the graduation date is important to provide if the student has graduated already.

16. On Question 3, provide the CTE Program Name listed on the Work Based Learning Tax Credit Documentation. (Figure 16)

- a. Select the type of employment [Registered Pre-Apprenticeship, Registered Apprenticeship or Other (e.g., Paid Internship)].
- b. Provide the work start date and work end date for 2025. If the student is currently employed, provide 12/31/2025 as the work end date.
- c. Provide the total compensation paid to the student between the work start and work end dates. (01/01/2025-12/31/2025)

*** Question 3**

Program Data

CTE Program Name.
See Work-Based Learning (WBL) Documentation

Type Of Employment

Registered Pre-Apprenticeship Registered Apprenticeship Other (e.g., Paid Internship)

Work Start Date Work End Date Total Compensation Paid \$

[0 Documents](#) [0 Comments](#) [0 Communication](#)

Figure 16

17. On Question 4, select Yes to certify that the information provided in the application is complete and accurate and that the employer and employee are eligible for the Tax Credit Certificate for Work-Based Learning Experiences in Ohio Revised Code 5747.057. (Figure 17)

Question 4

Student Tax Credit

Tax Credit Allowed

I certify that to the best of my knowledge the information provided in this application is complete and accurate and that the employer and employee are eligible for the Tax Credit Certificate for Work-Based Learning Experiences in adherence with **Ohio Revised Code 5747.057**.

Yes

Figure 17

- Go back to the top of the page to submit the Student Survey. Under completion status, select Submitted from the drop-down menu and click the save button to the right of the drop-down menu. (Figure 18)

2022 Tax Credit for Work Based Learning Experience Student Survey				
Document ID	Started Date	End Update	Completion Status	
8606204289	11/28/2022	11/28/2022	In Progress	
7575126237	11/29/2022	11/29/2022	In Progress Submitted Cancel Request	
7577122759	11/29/2022	11/29/2022	In Progress	
6963640753	11/30/2022	11/30/2022	Started	
8606068233	11/30/2022	11/30/2022	Started	

[Add Tax Student](#)

Figure 18

- If there is more than one eligible student employee, select the next Document ID and repeat steps 13-18 until all student surveys are complete.

Application Review

- 20. Both the employer survey and student survey must be completed. The Ohio Department of Education has 60 days to review and respond to each application. Each student survey will be approved individually for the convenience of the business.
- 21. Please monitor email for requests for additional or clarifying information. Email also will be utilized to notify businesses of approval or disapproval.

Download Certificate

- 22. Once an application is approved, repeat steps 1 to 6 to login back into the application system.
- 23. Select the Certificate Section. (Figure 19)

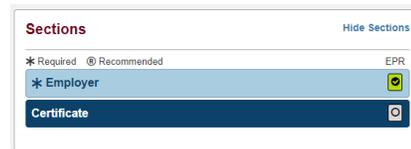


Figure 19

From here, businesses will be able to see the total tax credited and download the tax credit certificate.