**The University of the State of New York**

**The State Education Department**

**WORK BASED LEARNING (WBL) EXPERIENCE PROGRAM**

**Registration/Re-registration**

**Addendum to Work Experience and Career Exploration Program (WECEP)**

As you may know, WECEP is registered biannually with the United States Department of Labor (USDOL). They have increased data requirements beyond what is typically captured in the WBL registration form. This includes information on student names, dates of birth, and sponsoring employers to ensure that students enrolled meet WECEP guidelines. Your data privacy officer will be contacted to set up a secure transmission protocol to provide information required by USDOL to maintain our registration as a state. Please provide us with the information below. A copy of this form should accompany the signed registration form.

School District or BOCES:

Address (Street, City, State, Zip Code):

WBL Coordinator's Name(s) (**attach appropriate certifications**):

WBL Coordinator's E-Mail Address:       Telephone Number: (     )

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| Actual number of 14- and 15-year old students enrolled in WECEP for the last registration period (2019-2020 and 2020-2021 school years). Indicate zero if no students were enrolled. |       |
| Administrator Contact Information | Name:       |
| E-mail:       |
| Data Privacy Officer Contact Information | Name:       |
| E-mail:       |

Return form to: New York State Education Department

 Office of Career and Technical Education

 89 Washington Avenue, Room 315 EB

 Albany, New York 12234