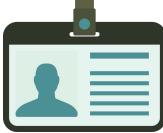


# Work-Based Learning Registration Form

## QUICK REFERENCE GUIDE

	<p><b>Login to the Business Portal</b></p> <p>Instructions on how to access the portal, create users, and delegate access can be found in the <a href="#">SEDDAS User Guide</a>.</p>
	<p><b>Identifying Label</b></p> <p>In the “Identifying Label” box located at the top of the form, please input the following information based on your situation:</p> <ol style="list-style-type: none"><li>1. If registering or re-registering program(s), please type “WBL Registration Form.”</li><li>2. If filing an amendment, please type “WBL Registration Amendment.”</li></ol>
	<p><b>Complete the Form</b></p> <p>Definitions, descriptions, and frequently asked questions regarding registered work-based learning can be found in the <a href="#">Work-Based Learning Manual</a>.</p>
	<p><b>Submit</b></p> <p>Once the form has been completed, the CEO of record must submit the survey. For Districts and BOCES the CEO is the Superintendent. For NYC high schools, the building Principal is the designated CEO.</p>
	<p><b>Questions</b></p> <p>If you have any questions, or are in need of assistance to complete the form, please contact <a href="mailto:emsccte@nysed.gov">emsccte@nysed.gov</a>.</p>