

**Work-Based Learning Coordinator Extension  
Frequently Asked Questions (FAQ)  
April 20, 2023**

**1. I currently hold Extension 8981: Coordinator of Work-Based Learning Programs for Career Awareness. How will this impact me?**

Individuals who hold the extension of Coordinator of Work-Based Learning (WBL) Programs for Career Awareness will now be able to supervise Career Exploration Internship Programs (CEIP) and Cooperative Career & Technical Education Work Experience (CO-OP) programs in addition to General Education Work Experience Programs (GEWEP). CO-OP programs must be supervised in coordination with a CTE teacher from the content area in which the experience is taking place. The name of your particular extension will not change.

**2. I currently hold Extension 8982: Coordinator of Work-Based Learning Programs for Career Development. How will this impact me?**

Individuals who hold the extension of Coordinator of Work-Based Learning Programs for Career Development will continue to be able to supervise CEIP, GEWEP, and CO-OP programs. CO-OP programs may be supervised in coordination with a CTE teacher from the content area in which the experience is taking place. The name of your particular extension will not change.

**3. How will this impact the colleges and universities that offer the two courses for work-based learning extensions?**

The regulation change does not mandate that colleges and universities change any of the content of their two-course sequence. Colleges and universities that offer the extension coursework should be aware of the regulation changes and communicate that to their students accordingly.

**4. What prompted this change in certifications?**

The current regulations require that to obtain the Coordinator of Work-Based Learning Programs for Career Development extension, the individual must hold a base certificate in a career and technical education (CTE) content area. With CTE teachers being one of the highest shortage areas in New York and increased demand for work-based learning opportunities in schools, many districts and BOCES have experienced difficulties in finding qualified individuals to serve as work-based learning coordinators. In addition, the coursework to obtain either extension is identical; the change is only in the base certificate the individual holds.

5. **Why does a work-based learning coordinator now need to supervise CO-OP in coordination with a CTE teacher from the content area in which the experience is taking place?**

This arrangement will allow for collaboration between the work-based learning coordinator (who is the expert in professional skills and the workplace) and the CTE teacher (who is the expert in their content area). This relationship will allow for additional support and collaboration to support students in their CO-OP experience and build the skills necessary for a future career in the content area.

6. **If a work-based learning coordinator is also certified in the content area in which the CO-OP experience takes place, is an additional adult required to fulfill the “CTE Teacher Role”.**

No. If the work-based learning coordinator is certified in the CTE content area in which the CO-OP experience is taking place, the work-based learning coordinator may fulfill both roles. For example, if the work-based learning coordinator is certified in Culinary Careers 7-12, then they may solely supervise a CO-OP experience in Culinary Careers 7-12. In order to supervise a CO-OP experience in welding, the work-based learning coordinator must coordinate the experience with the certified welding teacher.

7. **What should the roles of the work-based learning coordinator and the CTE teacher be in supervising a CO-OP experience?**

While the exact roles are left to local discretion, some suggested roles may be as follows:

#### **WBL Coordinator**

- Make arrangements for CO-OP experiences for students
- Conduct site visits prior to placing students and while students are being placed
- Co-develop the student training plan
- Oversee paperwork (Memorandum of Agreement, Training Plan, etc.) for WBL experiences
- Ensure that appropriate labor laws are being followed (Pages 35-37 in the [Work-Based Learning Manual](#))
- Maintain relationships with current and future business partners to continue to expand opportunities for students
- Work with students to troubleshoot any professional skills needs that may arise during the placement
- Assist in delivery of career and financial management framework

## **CTE Teacher**

- Provide the related CTE instruction to prepare students for the placement
- Work with the work-based learning coordinator to determine optimal WBL placements to meet individual student needs
- Work with students to troubleshoot any technical skills needs that may arise during the placement
- Work with the work-based learning coordinator to build relationships in the CTE teachers' particular industry

### **8. How would this change impact supervised clinical experiences for health sciences programs?**

This change would not have any impact on supervision responsibilities for a supervised clinical experience in the health sciences. Supervised Clinical Experiences are a requirement for all health sciences programs and are distinctly separate from CO-OP. They must be overseen by a licensed instructor in the area in which the student is being trained. While the work-based learning coordinator may do some paperwork to set up the experiences, the licensed instructor would be responsible for establishing objectives and overseeing the supervised clinical experience in the health sciences area in which the student is being trained.

### **9. How would this change impact supervised agricultural experiences?**

This change would not have any impact on supervision responsibilities for Supervised Agricultural Experiences (SAEs) as those are supervised by the agricultural education teacher. SAEs that place students in hazardous occupations would need to be coordinated by an individual who holds a work-based learning extension in coordination with the agriculture teacher, though this may be the same person if the agriculture teacher has a WBL extension.