




Kentucky


WORK-BASED LEARNING

FAQ




Q: What is the eligibility criteria for cooperative education (often known as “co-op”)?

Section 2(3) of Kentucky Administrative Regulation [705 KAR 4:041](#) (Work-Based Learning Program Standards) establishes the eligibility criteria for cooperative education placements.



Q: What is the difference between a short and long-term work-based learning placement?

Short-term placements are defined as an academic semester (18 weeks) or less; whereas, a long-term placement is defined as an academic semester or longer.



Q: How do I know if an internship is required to be a paid experience for the student?

The key to knowing if a student must be paid for an internship placement is by identifying whether or not the placement creates an “employer-employee relationship”.


For more information, visit [Kentucky’s Work-Based Learning Manual](#) and Kentucky Administrative Regulation [803 KAR 1:005, specifically Section 5\(2\)](#).



Q: How many credits may I award a student for a work-based learning placement?


Site Based Decision Making (SBDM) Councils have the authority to determine the number of credits to award for a particular course based on the number of instructional hours per day that the course occurs or via their district’s performance/competency-based policies.

Districts should be advised that policies related to Kentucky Educational Excellence Scholarship (KEES) awards administered by the Kentucky Higher Education Assistance Authority (KHEAA) are impacted by such SBDM decisions. Pursuant to [KRS 164.7874](#) and Kentucky Administrative Regulation [11 KAR 15:090](#), a student must complete the KEES curriculum, which consists of a minimum of five (5) courses of study, in order to be eligible for a KEES GPA calculation. For the co-op credits that are aligned to a CTE pathway and approved by the KDE OCTE, the course may count credit-for-credit, in terms of the KEES GPA calculation. For all other work-based learning credits (internships, shadowing, mentoring, etc.), including non-CTE aligned co-ops, the course may only count toward one (1) of the five (5) credits required for a KEES GPA calculation.




Q: Are there limitations on the number of instructional hours per day that a student may work?

Kentucky’s child labor laws for students between the ages of 14-18 may be found [here](#).



Q: What course code(s) should be utilized for non-CTE work-based learning experiences?

Course Code 901005 (Work Experience) should be used within Infinite Campus for the transcribing of all non-CTE work-based learning credits. As a reminder, this course may only count toward one (1) of the five (5) credits required for a KEES GPA calculation pursuant to [11 KAR 15:090](#).



Q: Are there exemptions to the Child Labor Laws for students enrolled in approved Career and Technical Education (CTE) pathways?

This [link](#) from the United States Department of Labor provides an overview of the child labor provisions for non-agricultural occupations. Specifically, pages 24-25 provide for the limited exemptions for 16- and 17-year olds, so long as they are a bona-fide student learner or apprentice.