FAQ: COOPERATIVE (CO-OP) EDUCATION AND INTERNSHIPS FOR STATE ACCOUNTABILITY PURSUANT TO KRS 158.6455

Q: Why are co-ops and internships the only new work-based learning (WBL) types that have been added to state accountability reporting?
A: Apprenticeships were already an accountability indicator for career readiness through the Tech Ready Apprentices for Careers in Kentucky (TRACK) certificate. Senate Bills 59 (2022) and 25 (2023) added co-ops and internships. The Kentucky Department of Education's (KDE's) accountability regulation (703 KAR 5:270) now states that *successfully completing a Kentucky Board of Education (KBE)- approved cooperative or internship that is aligned with a credential or associate degree and which provides a minimum of 300 hours of on-the-job work experience* is an indicator of career readiness.

Q: What students qualify for this indicator?
A: The KBE has given approval for any student who passed an internship or co-op course and who worked directly with an employer partner for 300 or more hours of on-the-job work experience to qualify for this indicator. All co-ops and internships should adhere to the Kentucky Work-Based Learning Manual and to the requirements and prerequisites of 705 KAR 4:041.

Q: What about student work experiences that are not associated with a co-op or internship course code?
A: If a student has completed 300 on-the-job hours with an employer partner and the school or district aided with the student's work experience, the school or district may apply to the KBE to earn accountability for school-sanctioned individual work experience that was not associated with a course code. To be considered for approval, the school must demonstrate direct involvement in the preparation and technical skill attainment the student received prior to and throughout the student's work experience. Verification of hours worked, an employer evaluation, and signatures from the employer, principal, student and parent or guardian are required with the application submission.

Q: Are Career and Technical Education (CTE) co-ops and internships the only allowable courses?
A: The course for a non-CTE co-op or internship is called Experience-Based Work. The course code is 901005 and is eligible for this indicator. Schools should use caution when using this course code as it could potentially impact a student's Kentucky Educational Excellence Scholarship (KEES) money negatively because it only counts for one (1) credit on a student's transcript and cannot be repeated. A list of eligible course codes is available.

Q: Must all eligible work experience align with a CTE career pathway?
A: Work experience should align with a credential or postsecondary degree. Eligible work experience is not limited to CTE career pathway alignment, although all state-approved career pathways have secondary to postsecondary alignments. When recording the data, school personnel should select the best alignment from the dropdown menu or choose the option to select "other."

Q: How do we report the data for students who meet this indicator through courses?
A: Schools and districts should identify a staff member to be responsible for reporting student co-op and internship data in the "Career Readiness Record" tab in Infinite Campus (IC). Instructions on how to enter WBL records for students is available on the KDE KSIS Data Standards webpage and can be found in the

Career Readiness – Work-Based Learning Data Standard document. There is also a Career Readiness Report in IC that will help schools and districts validate WBL records.

Q: May we use our school-based enterprise to meet this indicator?
A: No. Pursuant to KRS 158.6455, school-based enterprises are not valid to meet this accountability indicator. Students should be enrolled in a co-op or internship course in which their on-the-job hours take place with an employer partner.

Q: Are there any restrictions on when we may count students' working hours?
A: Hours are not limited to be counted on a day of the week or when school is in session. After school and weekend hours working hours are eligible. The school/district and work-based learning coordinator should ensure that a student's employer partner follows Kentucky's Child Labor laws. More information may be found about this in the Work-Based Learning Manual.

Q: When can we start counting a student's hours for co-op and internship courses and can they be combined from multiple school years?
A: You may begin documenting a student's working hours when they are enrolled in an eligible co-op, internship, or experience-based work course code and have begun on-the-job hours with an employer partner and . Hours may be combined from multiple school years and from different types of WBL experiences if each experience aligns with an eligible course code. The data entry instructions include guidance on how to enter a student's working hours that are "in progress" if they have not yet completed 300 hours.

Q: Do all 300 hours need to occur with the same employer partner?
A: No. If a student has combined WBL experiences over multiple school years, it is feasible that the student had a successful experience with more than one employer.

Q: What records should we keep on file?
A: In the event of monitoring, the school should have student timesheets, contact logs, and employer evaluations on file for a minimum of five (5) years. For the district to ensure proper liability coverage for employers, it is highly recommended that a form such as the WBL Plan and Agreement also be received by the school prior to a student's first day of employment. Sample forms and many other resources are available on the KDE website.

Q: Whom should I contact if I have additional questions?
A: Tina Brogli – State Work-Based Learning Coordinator
            Regan Satterwhite – CTE Policy Advisor
            Amy Tracy – Infinite Campus
            Holly Tracy – CTE Data Manager