



State of New Hampshire

Hugh J. Gallen
State Office Park
Spaulding Building
PO Box 2076
Concord, NH 03302-2076
603/271-3176
TDD Access: Relay NH
1-800-735-2964
FAX: 603/271-2668
<http://www.nh.gov/labor>

James W. Craig
Commissioner of Labor

Department of Labor

VOCATIONAL COOPERATIVE EDUCATION PROGRAM Memorandum of Understanding

Kathryn J. Barger
Deputy Labor Commissioner

School *Print or Type* _____ **Employer** *Print or Type* _____
School FAX _____ **Employer FAX** _____
Student *Print or Type* _____

This vocational education cooperative work experience (training) program has been approved subject to the terms of this agreement, including the following conditions:

1. The program is under the direct supervision of a full-time coordinator with adequate release time.
2. The signature will indicate approval of all parties involved.
3. The student-learner will be receiving instruction in an approved school and will be employed pursuant to a bona fide Vocational Cooperative Education Program in order to further his/her vocational education.
4. The student-learner will neither displace a regular worker now employed, nor substitute for a worker who would ordinarily be needed by the employer.
5. A schedule of organized and progressive work processes to be performed on the job has been prepared.
6. Safety instruction will be given by the school. While on the job, the student will receive safety instruction from and under the direct supervision of a qualified representative of the employing organization. Specific machines upon which he/she will work and other hazardous operations on which he/she will work are itemized.
7. The student –learner agrees to perform his/her duties in a loyal and faithful manner and to work for the best interest of all concerned.
8. This program may be terminated at any time by the high school vocational director, the coordinator, or the principal to assure the best interest of all concerned.
9. This program shall comply with all federal, state, and local laws and regulations.
10. If applicable, the waiver of hazardous occupation restrictions (New Hampshire Youth Employment Law Chapter 276-A :4,1) is granted when this agreement is approved by the Department of Labor.
NOTE: This exemption for employment of a student-learner may be revoked in any individual situation wherein it is found that reasonable precautions have not been observed for the safety of minors employed there under.
11. The employer agrees to furnish an evaluation of the student-learner’s progress, adaptability, and attitude approximately one a month. (Forms will be furnished by the coordinator).
12. “The employer and school assures that students will be accepted and assigned to jobs and otherwise treated without regard to race, color, national origin, sex, or handicap.”

***** Submit completed form to mailing address or FAX listed above *****

For Office Use Only:

NHDOL Authorization	<input type="checkbox"/> YES	<input type="checkbox"/> NO, Reason for rejection	_____
Dated Signed	Department of Labor Authorized Signature		Returned via: Fax USPS Email

This program, as set forth in the Memorandum of Understanding, has been reviewed by the New Hampshire Department of Labor for compliance with New Hampshire labor laws. The hazardous occupations restrictions, if any, are hereby waived during the hours of training as stated herein.

INFORMATION SECTIONS: All signatures indicating approval must be affixed. Please print or type

SCHOOL CONDUCTING PROGRAM

Name: _____

Address: _____

Type of Program: _____ # of minutes of Related Instruction Weekly: _____

(Teacher/coordinator's signature)

(Co-op coordinator's signature, if applicable)

STUDENT-LEARNER SECTION

Name: _____

(Student-Learner's signature)

Address: _____

Telephone #: _____ Grade Level: _____ Date of Birth: _____

Occupational Objective: _____ SS #: _____

Hours in School Daily: _____ # Hours Employment Daily: _____

(Parent's or Guardian's signature)

EMPLOYER SECTION

Name of Establishment: _____ Fed. ID# _____

Address: _____

Kind of Business: _____ # of employees _____ Telephone: _____

Beginning Date of Employment: _____ Anticipated Date of Ending Employment: _____

Starting Hourly Rate of Pay: _____ Potential Hourly Rate of Pay: _____

As the employer, I am:	Subject to the provisions of the Fair Labors Standards Act	Yes	No
	Subject to the provisions of the State of NH Minimum Wage law	Yes	No
	Covered under the provisions of the Workers' Compensation law	Yes	No
	Subject to the Unemployment Compensation law	Yes	No

(On-the-job supervisor's signature)

(Employer's signature)

TOPICAL OUTLINE of on-the-job operations the student
will experience: _____

MACHINE TO BE OPERATED, or hazardous occupation:

If hazardous, attach sheet of explanation of work and equipment used.
Hazardous work is incidental to training, intermittent and for short periods of time.