



Work Based Learning Coordinator  
Karen Noye • Work Based Learning Coordinators  
John Jay High School • Roy C Ketcham High School • Orchard View High School  
845-298-5100

## Training Plan

Wappingers Central School District Cooperative Education Program

Student Name	
Student Address	
Student Telephone	
Student DOB	
Working Papers Certificate Number	
Employer/ Business Name	
Address	
Phone Number	
Direct Supervisor Name	
Contact information	
Coordinator Information	Karen Noye, RCK, <a href="mailto:Karen.Noye@wcsdny.org">Karen.Noye@wcsdny.org</a> , 845-298-5100 x31077
Notes:	



**Insurance Coverage:**

- \_\_\_\_\_ : Student is an employee and covered under worker’s compensation
- \_\_\_\_\_ : Student is an unpaid intern and covered by employers insurance company
- \_\_\_\_\_ : Student is an unpaid intern and covered by Wappingers SCD insurance.

**Transportation:**

- \_\_\_\_\_ : Student provides transportation in own personal vehicle
- \_\_\_\_\_ : Parent will transport student.
- \_\_\_\_\_ : Other: \_\_\_\_\_

Job Tasks/ Learning Outcomes	Training Required	Achievement: 1- Mastery, 2- Additional training worksite 3- Additional training in school. 4- Not yet trained
1.		
2.		
3.		
4.		
5.		
6.		



<b>Safety Training</b>	<b>Date</b>	<b>Achievement:</b> 1- Mastery 2- Additional training worksite 3- Additional training in school 4- Not yet trained
1. Precautions relating to stairs, equipment, furniture		
2. Precautions relating to dress, shoes, gloves, head, eye, ear protection		
3. Precaution related to use of machines, tools, chemicals		
4. Precautions relating to fire, weather and other natural disasters		
5. Precautions relating to sexual harassment and workplace violence.		