



## Career-Based Learning Experience:

# State-certified Employability Skills Co-op

CBLE or WBL (Plan/Go)\*

### Definition

A state-certified, school-supervised, work-based learning program operated by the Wisconsin Department of Public Instruction (DPI), the State-certified Employability Skills Co-Op is an elective program taught by a DPI-licensed teacher. Students receive mentored on-the-job learning combined with classroom instruction for a minimum of 90 hours in academic and technical skills training aligned to industry standards.

Wisconsin's Employability Skills Certificate program recognizes a student's mastery of employability skills valued by employers while helping students explore career interests. This certificate program reinforces skills recognized by the Partnership for 21st Century Learning, including personal work habits and attitudes, career exploration and planning, and completion of 90 on-the-job work hours. In all, the program allows:

- students to document their employability skills,
- employers to assess the skills they want in quality employees, and
- educators to customize instruction to help learners acquire skills that today's workplace demands.

### State Certificate

Yes: State-Certified Cooperative Education - Employability Skills

### Course Credit

Yes

### Number of Hours

Minimum of 90 hours in one to four calendar years

### Program Administration

- Wisconsin Department of Public Instruction (DPI)
- Local school district DPI-licensed teacher

### Program Elements

- This work-based learning experience is paid.
- Students have four years during high school to complete the certificate; however, district staff register the student with DPI only in the year that the student is expected to complete the certificate.
- School districts follow these program requirements:
  - Provide a DPI-licensed teacher who works with students, their parents, and employers to implement the certificate.
  - Ensure the certificate becomes a part of the student's career portfolio.
  - Ensure DPI approves the certificate program on an annual basis.
- Employers follow these program requirements:
  - Work with a local school district to report certificate outcomes to DPI.
  - Provide mentoring to students working on this certificate.

### Resources

- DPI. [Program Implementation Guide](#)

### State Webpage

[Employability Skills Co-Op](#)

### Virtual Option

- See #15 Internship or Local Co-Op.

*\*Note: All six WBL criteria still need to be met.*

Excerpted from the [Wisconsin Guide to Implementing Career-Based Learning Experiences](#)

