



## Career-Based Learning Experience:

# State-certified Occupational Program Co-op

CBLE or WBL (Plan/Go)\*

### Definition

The State-certified Occupational Program Co-op is a specific state-certified, school-supervised work-based learning program operated by the Wisconsin Department of Public Instruction (DPI). Taught by an occupationally licensed teacher, State-certified Co-Op is a one-year elective program that combines mentored on-the-job learning with classroom instruction. Students receive a minimum of 480 hours (occupational) in academic and technical skills training aligned to industry standards.

### State Certificate

Yes: State-Certified Cooperative Education - Specific Occupational Area

See [co-op portfolios](#) for currently offered occupational programs.

### Course Credit

Yes

### Number of Hours

Minimum of 480 hours in one calendar year

### Program Administration

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

### Program Elements

- Participants are juniors or seniors only.
- Student positions are paid.
- The program is operated by the school district in partnership with a business or industry.
- Students are placed with employers according to their abilities, aptitudes, and career objectives.
- Students are in a related class(es) that provide instruction in the following:
  - Employment skills related to the world of work, including personal and interpersonal skills, thinking and information processing, and relationships of systems and technology

- Occupational knowledge and technical skills
- Safety principles in the industry

- A cooperative education agreement for state-certified cooperative education certification is developed by the school staff, the employer, the family, and the student. See the sample WBL training agreement ([Appendix 1](#)).
- A student works an average of 15 hours per week in order to experience the cycle of a whole work week. Continuous employment of 480 hours is the minimum to expose the student to all aspects of the business or industry.
- The teacher-coordinator must be DPI-licensed in the content area.
- Each approved teacher-coordinator is assigned a sufficient amount of time to supervise and coordinate the program.
- A workplace mentor provides necessary supervision and training of the student.
- The teacher-coordinator coordinates the workplace learning activities with the facilitating workplace mentor.

### Documentation

DPI State-certified Cooperative Education - Specific Occupational Area

See [specific certificate assessments](#).

### Resources

DPI. [Program Operations Guide](#)

State Webpage: [State-Certified Cooperative Education Programs](#)

### 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](#)