

EARLY *Job* PLACEMENT

WHAT IS IT?

Early Placement is a planned and supervised experience in which a student can further develop their skills and knowledge in a specific occupational area by working instead of attending their career technical program.

WHO CAN PARTICIPATE?

Only qualified seniors in certain career technical programs are offered this privilege/opportunity.

WHEN CAN A STUDENT PARTICIPATE?

The fourth nine weeks of the senior year of a two-year program.

WHAT IS REQUIRED TO PARTICIPATE?

To participate in an Early Placement work experience, students must apply and meet the following criteria:

1. Be on target with credits for high school graduation.
2. Must have successfully passed the Ohio Graduation Test (OGT).
3. Complete required components of the state approved testing (OCTCA) for your career technical program.
4. Maintain a 2.5 GPA in your Tri Star program and have no D's or F's in academic classes in the senior year.
5. No more than six (6) absences for the total three (3) nine weeks prior to Early Placement.
6. Display good behavior, have no serious discipline issues, and be a good representative of Tri Star as determined by school personnel.
7. All fees must be paid-in-full.
8. Must have a professional resume.
9. Must be a senior in a two-year career technical program.
10. Secure a job that relates directly to the career technical program in which the student is enrolled at Tri Star and in which they work a minimum of 15 hours per week and are paid a fair wage.
11. The place of employment MUST HAVE Bureau Of Workers' Compensation Insurance and the student must provide proof.
12. Obtain approval and secure signatures from their Tri Star instructor, employer, parent(s)/guardian, home school principal, and Tri Star Director.

WHAT DO I DO TO PARTICIPATE?

- A. Talk to your Tri Star instructor and obtain the necessary forms. Forms may also be picked up at the Tri Star Office or find them on the Tri Star website. See the Application Instructions for details.
- B. Secure a job related to the career technical program in which you are currently enrolled and talk to your employer about participation.
- C. Talk to your parents about participating and then complete the Training Agreement and collect the required documentation and signatures.
- D. Submit required paperwork at least SEVEN (7) SCHOOL DAYS before you plan to start working at your Early Job Placement worksite.
- E. Wait to be approved. Your instructor will be notified when you are approved.

MORE QUESTIONS?

See the blue Early Job Placement booklet in your classroom, visit the Tri Star website or contact the Tri Star Office at 419- 586-7060 (585 E. Livingston St., Celina, OH 45822).