

NCDOL – Wage and Hour Bureau

Supervised Practice Youth Work-Based Experience

NOTICE:

- A youth cannot work in any occupation, unless otherwise exempt, without first obtaining a youth employment certificate, signed by the employer, the parent and the youth, prior to the first day of work.
- The employer shall submit this signed Supervised Practice Youth Work-Based Learning Experience Agreement (Agreement) to the Wage and Hour Bureau of the N.C. Department of Labor (NCDOL) at least 60 days prior to the youth's proposed start date.
- This Agreement shall not become effective until the employer receives written approval from NCDOL.
- A separate NCDOL Youth Employment Certificate application must also be submitted to NCDOL by the youth.
- A NCDOL Youth Employment Certificate is only valid for a period of one (1) year from the date of issuance, until the youth reach 18 or until the youth graduates, whichever is sooner.
- The Youth Employment Certificate must be signed by the youth, the parent, and employer prior to the first day of work.
- This signed Agreement shall either be mailed to the NCDOL Wage and Hour Bureau at 1101 Mail Service Center, Raleigh, NC 27699-1101 or scanned and emailed to dol.youthintern@labor.nc.gov.
- NCDOL must have both the completed Youth Employment Certificate and this Agreement prior to the first day of work.
- Youth are required to be enrolled in either a public school or a nonpublic school that meets the requirements of Part 1 or Part 2 of Article 39 of Chapter 115C of the N.C. General Statutes to participate in this program. A public-school unit is defined as a local school, a charter school, or a regional school. (See N.C. Gen. Stat. § 115C-5) A nonpublic school is defined as a private church schools or schools of religious charter, or a qualified nonpublic school. (See Article 39 of Chap. 115C of the N.C. Gen. Statutes.).
- Home schooled students shall not-participate in this program. See N.C. Gen. Stat. § 95.25.5(k1)(1).
- This program is not applicable to full-time employment of the youth; the work performed shall be intermittent and for short periods of time. See N.C. Gen. Stat. § 95.25.5(k1)(2)b.
- All work performed by youth enrolled in this program shall be performed under direct and close supervision of a qualified and experienced person who is an employee of the employer participating in this program.
- The employer is hereby notified that the supervised practice for youth excludes the seventeen (17) hazardous occupations designated by the federal Fair Labor Standards Act. The supervised practice includes the nine (9) detrimental occupations designated by the N.C. Commissioner of Labor from which this program is exempt. See <https://www.labor.nc.gov/workplace-rights/youth-employment-rules/hazardous-and-detrimental-occupations-youths>
- All parties participating in this program shall abide by the work hour limitations applicable to 16 and 17-year old youths.
- The Supervised Practice Youth Work-Based Experience is not affiliated with the Apprenticeship NC Program established through the NC Community Colleges.
- The purpose of participating in this work-based program is to educate youth as student learners.
- The participating youth must be at least 16 years of age, but less than 18 years of age.
- Please call 800-625-2267 for assistance.

INSTRUCTIONS:

The employer shall submit this signed Agreement to the Wage and Hour Bureau of the N.C. Department of Labor (NCDOL) at least 60 days prior to the proposed start date. **This Agreement shall not become effective until the employer receives written approval from NCDOL. A Youth Employment Certificate will be issued directly by the NCDOL. The Youth Employment Certificate must be signed by the youth, the parent, and the employer prior to the first day of work.** This signed Agreement shall either be mailed to the NCDOL Wage and Hour Bureau at 1101 Mail Service Center, Raleigh, NC 27699-1101 or scanned and emailed to dol.youthintern@labor.nc.gov. NCDOL must have both the completed Youth Employment Certificate and this Agreement prior to the youth's first day of work. For assistance, call 800-625-2267.

DISCLAIMER:

The NCDOL is not a party to this Supervised Practice Youth Work-Based Experience Agreement. This Agreement is between the named student, the student's school, and the named employer. The NCDOL is not responsible for ensuring that the employer complies with the requirements of this Agreement. Under no circumstances is the NCDOL responsible for any loss or injury of any kind incurred by either the participating student, the student's school, or the participating employer. The NCDOL is responsible for reviewing this Agreement to confirm it is completed and signed by all parties and is responsible for confirming that the parties to this Agreement have applied for and been issued a valid Youth Employment Certificate prior to the youth beginning any work-based learning for the named employer.

NCDOL – Wage and Hour Bureau

Supervised Practice Youth Work-Based Experience Agreement

This Agreement is between the youth, the public or non-public school, and the employer as noted below. The parties agree to enter into a supervised practice experience authorized by N.C. General Statute § 95-25.5(k1) for the purpose of educating the below-named youth who is at least 16 years of age but less than 18 years of age as a student learner working with the below-named employer in the noted detrimental occupation.

Student Information

Full Name of Student
Name of School (public or non-public school (as defined in Chapter 115C of the N. C. General Statutes))

Employer Information

PER NCGS § 95-25.5(a) No youth under 18 years of age shall be employed by any employer in any occupation without a youth employment certificate unless specifically exempted. The Commissioner of Labor shall prescribe regulations for youths and employers concerning the issuance, maintenance and revocation of certificates. Certificates must be issued by the Commissioner prior to the first day of work.	
Employer Name	
Business Name	
Full Business Address (street address, city, state, zip)	
Date practice will begin	Date practice experience will end
The agreement shall automatically terminate one (1) year from the date of issuance, once the youth reach 18 or when the youth graduates, whichever is sooner.	
Supervised Practice Area/Occupation (i.e., Welding, Brazing)	Starting Wage (per hour) for Youth (Starting wage must be minimum wage or higher)
Detailed Description of Supervised Practice Experience to be Performed	

DISCLAIMER:

The North Carolina Department of Labor (NCDOL) is not a party to this Supervised Practice Youth Work-Based Experience Agreement (Agreement). This Agreement is between the named student, the student's school, and the named employer. The NCDOL is not responsible for ensuring that the employer complies with the requirements of this Agreement. Under no circumstances is the NCDOL responsible for any loss or injury of any kind incurred by either the participating student, the student's school, or the participating employer. The NCDOL is responsible for reviewing this Agreement to confirm it is completed and signed by all parties and is responsible for confirming that the parties to this Agreement have applied for and been issued a valid Youth Employment Certificate prior to the youth beginning any work-based learning for the named employer.

The below signatures are required for this Agreement. Once submitted and approved, a Youth Employment Certificate will be issued by the NCDOL. The Youth Employment Certificate must be signed by the youth, the parent, and the employer prior to the first day of work.

_____ Youth Printed (Typed) Name	_____ Youth Signature	_____ Youth Date Signed
_____ Parent Printed (Typed) Name	_____ Parent Signature	_____ Parent Date Signed
_____ Principal Printed (Typed) Name	_____ Principal Signature	_____ Principal Date Signed
_____ Principal Title	_____ Principal Email Address	_____ Principal Telephone Number

Employer

PER NCGS § 95-25.5(a) No youth under 18 years of age shall be employed by any employer in any occupation without a youth employment certificate unless specifically exempted. The Commissioner of Labor shall prescribe regulations for youths and employers concerning the issuance, maintenance and revocation of certificates. Certificates will be issued by the Commissioner.

_____ Printed (Typed) Name	_____ Signature	_____ Date Signed
_____ Title	_____ Email Address	_____ Telephone Number

N.C.G.S. § 95-25.5(b) prohibits youth under 18 years of age from being employed in any occupation that the United States Department of Labor finds to be hazardous and without exemption under the federal Fair Labor Standards Act. It also requires that youth under 18 years of age are prohibited from being employed in any occupation that the N.C. Commissioner of Labor has declared to be detrimental to the health and well-being of such youth; the Commissioner has adopted regulations identifying nine detrimental occupations in which youth under 18 may not be employed. N.C.G.S. § 95-25.5(k1) allows a supervised practice experience for youth employed in these detrimental occupations.

This Supervised Practice Youth Work-Based Learning Experience Agreement shall only apply to work experiences for youth who are at least 16 years of age but less than 18 years of age who will be participating in a supervised practice experience for the specific occupations listed below that have been identified by the N. C. Commissioner of Labor as detrimental under 13 NCAC 12 .0406:

1. Welding, brazing and torch cutting as defined in Subpart Q of 29 CFR 1910 or Subpart J of 29 CFR 1926.
2. Any processes where quartz or any other form of silicon dioxide or asbestos silicate is present in powdered form.
3. Any work involving exposure to lead or any of its compounds in any form.
4. At any work involving exposure to benzene or any benzene compound that is volatile or can penetrate the skin.
5. Occupations in canneries, seafood and poultry processing that involve cutting machines, slicing machines, freezing, or packaging activities.
6. Any work which involves the risk of falling a distance of 10 feet or more, including the use of ladders and scaffolds.
7. Any work as an electrician or an electrician's helper.
8. Any work in confined spaces as defined in 29 CFR 1910.146 or Subpart AA of 29 CFR 1926.
9. Occupations requiring the use of respirators as required by 29 CFR 1910.134 or 29 CFR 1926.

_____ Wage and Hour Administrator	_____ Date	_____ NCDOL General/Deputy General Counsel	_____ Date
_____ Youth Employment Certificate Number		_____ Date Youth Employment Certificate Issued	