

Work-Based Learning Capstone Checklist

- **1. The [Community Rehabilitation Provider \(CRP\)](#) completes pages 1-2 of the Work Based Learning (WBL) Capstone and submits the copies to the Pre-ETS Specialist and the Pre-ETS Supervisor.**

- **2. The Pre-ETS Specialist reviews the submitted Personalized Learning Plan (PLP) Capstone documentation with the following considerations:**
 - Is the student a current Pre-ETS participant?
 - Is the plan in alignment with student's goals/interests?
 - If the student is a VR customer, is the plan in agreement with the Individualized Plan for Employment (IPE) job goal? Take the following steps:
 - If the PLP Capstone goal is different, determine if the CRP has listed any services that will enhance the student with their employment goal.
 - If the services listed on the PLP Capstone are not in alignment with the IPE goal, contact the CRP and let them know they should communicate with the Vocation Rehabilitation Counselor to determine if the IPE goal should be amended.
 - Pre-ETS Specialists have 5 business days to respond to the CRP with an approval or denial based on additional information needed.
 - What job site does the CRP should have in mind for the student?

- **3. Notify the CRP about the PLP Capstone decision based on if the decision *IS IN AGREEMENT* or *IS NOT IN AGREEMENT* as follows:**
 - a. *If the PLP Capstone Decision is in Agreement:*
 - i. The Pre-ETS Specialist will upload PLP Capstone document to the student's electronic case file with the file name "WBL Capstone Pages 1 & 2 Agreement."
 - ii. Complete a Case Note titled "WBL Capstone Pages 1 & 2 Agreement." The case note should state that the Pre-ETS Specialist has approved Pages 1 & 2 and that you have notified the CRP to complete and submit pages 3-5 to the specialist prior to WBL services beginning.
 - b. *If the PLP Capstone Decision is Not in Agreement:*

The Pre-ETS Specialist will notify the CRP that the specialist is not in agreement with the CRP and request revision/additional information.

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- **4. The CRP secures a WBL job site that aligns with the student's PLP goal..**
 - A person-centered approach should be taken to the WBL Capstone experience and job site selection should be individualized and based on the student's interests and needs (as opposed to finding placement and trying to make it fit the individual needs).
 - The Estimated time to for the CRP to return the paperwork is around 15 days.

 - **5. Complete pages 3-5 of the WBL PLP Capstone Part A and submit to the Pre-ETS specialist.**
 - Information should include, but not limited to: safety training topics, insurance information, and all signatures.
 - If the student is completing WBL during school hours, the authorizing school official's signature should be included. A student's school may also additional paperwork. If the student is not completing WBL during school hours, the school principal signature is not required.
 - Insurance information is required for each student. If the student does not provide insurance information, the student will only be allowed to complete WBL services on school premises. If the student is completing WBL services during the summer, they will also need to provide insurance information as well.
 - If the student is 18 or older and does not have a conservatorship, a parent signature is not required. If the student is younger than 18, a parental/guardian signature is required.

 - **6. The Pre-ETS Specialist uploads the completed WBL PLP Part A document with the file name "WBL Capstone Pages 1-5."**

 - **7. The Pre-ETS Specialist notifies the CRP they can begin WBL Capstone for the student.**

 - **8. The CRP completes SKEMA and monthly reports for each student as they progress through WBL Capstone following contract requirements.**

WBL Capstone Contract Requirements

Work-based Learning Capstone Experience. A work-based learning capstone is a unique work experience in an integrated setting that is offered by an organization to a Recipient, where the Recipient may be paid or unpaid. The Contractor affirms that any paid capstone experience shall comply with the Fair Labor Standards Act and any other applicable state and federal labor law(s). For unpaid capstone experiences at for-profit private sector employers, the Contractor will document that the following six criteria is met:

- (1) The capstone experience, even though it may include actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
- (2) The capstone experience is for the benefit of the recipient;
- (3) The recipient does not displace regular employees, but works under close supervision of existing staff;
- (4) The employer that provides the training derives no immediate advantage from the activities of the recipient; and on occasion its operations may actually be impeded;
- (5) The recipient is not necessarily entitled to a job at the conclusion of the capstone experience;
- (6) The employer and the recipient understand that the recipient is not entitled to wages for the time spent in the capstone experience.

The job site where the work-based learning capstone experience takes place must be in an integrated setting in the community chosen as a result of a documented expressed interest or interest inventory assessment of other identifiable measures. The Contractor shall obtain signed and dated documentation from the job site's principal owner verifying the learning capstone experience. Job site documentation must include the name, address, and contact information of authorizing personnel associated with the job site.

Work-based learning capstone experiences, if paid, and in accordance with the Fair Labor Standards Act and any other applicable state and federal labor law(s) shall be paid per recipient per month, in accordance with Section C.3. of this Contract, for a maximum of three (3) months per Recipient. A minimum of fifteen (15) hours of work based learning, during a thirty (30) day period, must be completed by the Recipient to effect payment. Prior to beginning work-based learning capstone experiences, the Contractor must document the WBL agreement through the State provided template and obtain written approval by the State for each work-based learning capstone experience.

These WBL agreements must be kept on file and may be requested at any time by the State or audit team for review. Work-based learning agreement plans that are deemed deficient by the State shall be rejected or returned to the Contractor. If the State returns the plan to the Contractor, the Contractor shall revise and resend the plan to the State until the plan is deemed satisfactory. The Contractor agrees to submit documentation of the capstone experience, including the WBL agreement, with the Contractor's invoice.