

R 2421 VOCATIONAL-TECHNICAL EDUCATION

Regulation Required for Vocational and Non-Vocational School Districts that Established Vocational-Technical Education Programs

A. Vocational-Technical Instruction

Vocational-technical education instruction and career academies have been designed to prepare pupils for life skills and paid employment as skilled workers, technicians or paraprofessionals in recognized occupations and in new or emerging occupations; to prepare pupils for enrollment in advanced or highly skilled vocational-technical education programs; and to assist pupils in making informed and meaningful occupational choices; or to achieve any combination of the above objectives.

Vocational-technical education for paid employment and career academies developing life skills include:

1. Instruction related to paid employment in the career or careers for which the pupils are being trained;
2. Classroom related academic and technical instruction, field, shop, laboratory instruction, structured learning experience, apprenticeship or other occupational experiences;
3. Instruction provided for employment or instruction designed to upgrade or update workers in occupational skills and knowledge in order to enhance stability or upward mobility in employment;
4. Remedial or other instruction designed to correct educational deficiencies or accommodate disabilities which prevent secondary school pupils from benefiting from instruction designed to teach technical competencies in occupations; and
5. Instruction in life-skills that will help pupils achieve personal and professional goals and help pupils become productive citizens in their communities.

Career orientation, family and consumer sciences, and technology education includes instruction:



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1. Designed to familiarize individuals with the broad range of occupations for which basic technical or other skills are required and the requisites for careers in such occupations, including employability skills; and
2. On the evolution, utilization, and significance of technology, and its impact on industry.

Structured Learning Experiences (SLE)

Pursuant to N.J.A.C. 6A:8-3.2 - Career Education and Counseling, interested pupils may voluntarily select Structured Learning Experiences (SLE) to complement their classroom instruction. All SLE shall adhere to applicable State and Federal child labor laws and other regulations of the Federal and State Departments of Education and Labor.

The structured learning experience:

1. May be either paid or unpaid, depending on the type of activities in which the pupil is involved;
2. May or may not be sponsored by a school district;
3. May include, but not be limited to: apprenticeships; community service; cooperative education service learning; internships; job shadowing; school-based experiences; vocational pupil organization activities; volunteer activities; and/or Work Experience Career Exploration Program (WECEP).

The responsibility of the school district is dependent upon the type of SLE in which the pupil is participating.

1. If the district sponsors the SLE or provides arrangements for a pupil's SLE, the district shall provide the appropriate pupil supervision using school district staff and/or contracted services. The district will maintain the pupil's records reflecting the SLE if the SLE is sponsored by the district. The district shall be responsible for providing other services as required by rule or statute.
2. If the district does not sponsor the SLE, the employer is responsible for supervision of the pupil on the training site, pursuant to applicable fair labor practices and child labor laws. The district may elect to provide this supervision.



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Structured Learning Experience activities are divided into two categories:

1. Hazardous - Some training sites may potentially expose the pupil to conditions considered hazardous by the Federal or State Departments of Education. Only pupils who are enrolled in a cooperative education course of study, conducted by an appropriately licensed person, may be placed in a training site considered hazardous. The district will adhere to the Fair Labor Standards Act and all child labor laws when placing pupils on a training site considered hazardous.
2. Non-Hazardous - Pupils placed in training sites deemed non-hazardous shall be supervised by the appropriately licensed teacher or other designated district staff member holding the appropriate license/certification.

Cooperative Vocational-Technical Education Programs

Cooperative vocational-technical education and career academy experiences may be offered in program areas represented by the career clusters recognized by the New Jersey and United States Departments of Education.

Program and training site standards and procedures for cooperative vocational-technical education shall be in accordance with N.J.A.C. 6A:19-6.6 and as follows:

1. Teachers shall be appropriately licensed for the career cluster in which pupil placements are made.
2. Teachers shall supervise pupils on the job for a minimum of thirty minutes every two weeks.
3. The State Board of Education shall not make provisions for reimbursement to employers or to pupils for additional costs incurred for the operation of, or participation in, cooperative vocational education programs.
4. In accordance with the regular district admission process, the prospective cooperative vocational-technical education pupil shall apply to and be interviewed by the cooperative vocational-technical education teacher to develop the cooperative education agreement.



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5. The pupil shall comply with rules established by the district and the New Jersey Department of Education.
6. Each cooperative education experience shall provide on-the-job training which:
 - a. Conforms with Federal, State and local laws, in a manner not resulting in the exploitation of the pupil;
 - b. Assures the pupil may not displace a full-time worker;
 - c. Provides the pupil with training site experiences for not more than five hours per school day and the combination of school and work hours does not exceed eight hours on any one day:
 - (1) The pupil shall not work for more than six consecutive days, and the combination of hours for school instruction and employment training during this period may not exceed forty hours per week; and
 - (2) An average of fifteen hours per week shall be worked during the approved period of the program.
 - d. Provides work periods and school attendance that may be on alternate half-days, full-days, weeks, or other periods of time in fulfilling the cooperative education agreement.
7. The teacher or other assigned school personnel shall have total responsibility for the pupil's on-the-job placement to ensure that employment is appropriate to the pupil's skills, abilities, and career goals. The site assignment shall constitute a training and learning situation, be free of pupil exploitation, and comply with applicable safety and health standards.
8. Transportation of the pupil to and from the cooperative education training site shall be the responsibility of the pupil, unless otherwise required under the terms of N.J.A.C. 6A:14.



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9. Pupils under eighteen years of age shall not drive as part of their job responsibility pursuant to the Federal Fair Labor Standards Act, Hazardous Order No. #2 (29 C.F.R. Subpart C of Part 570). If a licensed (driver) pupil, eighteen years of age or older, drives on an incidental basis only as part of the job responsibility, insurance shall be provided by the employer.
10. The teacher or other personnel designated by the district shall develop training sites with the following provisions:
 - a. Training site development and pupil placement shall be the responsibility of the teacher or other appropriately licensed school district personnel assigned by the district; and
 - b. All training sites at which pupils are employed in structured learning experiences sponsored by the district shall be registered with the New Jersey Department of Education.
11. The teacher, in conjunction with the employer, shall determine the pupil's continuation, termination, or change in job assignment. An alternate plan shall be developed by the teacher, employer and pupil for use when any cooperative vocational education pupil is temporarily unemployed.
12. Assignments of pupils shall include assurances that:
 - a. Training site selection provides opportunity for a progressive structural training environment;
 - b. A training agreement has been developed prior to the commencement of the SLE, and has been signed by the employer, the teacher, the pupil and the parent(s) or legal guardian(s) or, in cases where pupils are eighteen years of age or older (unless prohibited by existing law), the pupil;
 - c. The training of all pupils shall be developed with a training plan that identifies training site experiences, program objectives, individual responsibilities, and measurable outcomes;



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- d. The related vocational instruction and the regularly scheduled part-time paid employment are planned and supervised by a teacher who holds the appropriate teaching license or endorsement;
 - e. When the pupil is employed in a hazardous occupation governed by State and Federal exemptions to the child labor laws, such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person at the training site;
 - f. Minors at least sixteen years of age may be employed in restaurants, but not in the preparation, sale, or serving of alcoholic beverages; and
 - g. Minors at least sixteen years of age may be employed in video stores, but not in the viewing, handling, sale, or rental of adult-rated videos.
13. Pupils in cooperative vocational-technical education programs may not be employed in any occupation or use any tool prohibited pursuant to N.J.S.A. 34-2-21.17 - Prohibited Employments for Minors and N.J.A.C. 12:58-3 - Occupations Prohibited to Minors Under Sixteen Years of Age and N.J.A.C. 12:58-4 - Occupations Prohibited to Minors Under Eighteen Years of Age.

Special Educational Programs and Services

Vocational-technical education for academically or economically limited pupils or pupils with disabilities shall include special educational programs and services designed to enable them to achieve the vocational-technical education program's objectives. Vocational-technical education for pupils with disabilities shall be provided in accordance with the pupil's Individualized Education Program (IEP). Pursuant to N.J.A.C. 6A:14-4.7, vocational personnel from the shared-time vocational school district shall participate in the IEP decisions.

Funds available for vocational-technical education for academically or economically limited pupils or for pupils with disabilities may not be used to provide food, lodging, medical, and dental services unless directly related to the provision of vocational instruction. However, the district conducting vocational programs shall encourage the provision of such services through arrangements with other agencies.



When certain academically or economically limited pupils or pupils with disabilities cannot benefit from regular vocational-technical education programs to any extent, even with the provisions of supplementary special educational services, then they shall be provided with special programs of vocational instruction which meet the standards and requirements of regular vocational-technical education programs and which in addition, shall include such special instructional devices and techniques and such supplementary special educational services as are necessary to enable those pupils to achieve their career objectives.

Vocational-technical education programs and services for academically or economically limited pupils or pupils with disabilities shall be planned, developed, established, and administered in cooperation with other public or private agencies, organizations, and institutions having responsibility for the education of academically or economically limited pupils or individuals with disabilities in the area or community served by such programs or services. They may include community agencies, vocational rehabilitation agencies, special education divisions or offices of State agencies, district Boards of Education, and other agencies, organizations and public or private institutions concerned with the problems of academically or economically limited individuals or individuals with disabilities.

B. Content Standards For Vocational Education and Career Academy Instruction

The content of vocational-technical education and career academy instruction shall be developed and conducted in accordance with the following standards to assure soundness and quality:

1. The program of instruction shall reflect contemporary industry-endorsed skill standards and knowledge required to master the occupational competencies;
2. The program of instruction shall be developed and conducted in consultation with employers and other individuals or groups of individuals (such as local advisory committees) having skills in and substantive knowledge of the occupations or the occupational programs included in the instruction;



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3. The program of instruction shall be sufficiently extensive in duration and intensive within a scheduled unit of time to enable the pupil to master the occupational competencies;
4. The program of instruction shall combine and coordinate classroom instruction with field, shop, laboratory, structured learning experience, apprenticeship, or other experiences that are appropriate to the competencies of the career clusters; and
5. The program of instruction shall be supervised, directed, or coordinated by persons meeting teacher preparation and licensing requirements of N.J.A.C. 6A:9 - Professional Licensure and Standards when the program is offered at the secondary level.

C. Vocational Pupil Organizations

The program of instruction may include activities of vocational pupil organizations, pursuant to N.J.A.C. 6A:19-6.10, which are an integral part of the vocational-technical instruction offered.

D. Employment Placement Standards

The Commissioner of Education shall establish and notify the district of annual minimum employment placement standards for pupils enrolled in vocational-technical education and career academy programs and the districts shall be responsible for meeting minimum job placement standards for vocational-technical and career academy pupils.

The district shall report employment placement rates of vocational-technical education and career academy pupils to the Department of Education on forms provided by the Department of Education.

Vocational-technical and career academy pupils in the following categories will be considered for employment placements:

1. Vocational-technical and career academy pupils who have been placed full-time in the occupation or related field in which they were trained;
2. Vocational-technical and career academy pupils who have passed occupational competency tests for entry level employment skills and have entered the military service;



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3. Vocational-technical and career academy pupils entering full-time postsecondary education in the program area or related field in which they were trained;
4. Special needs pupils who have met alternative assessments for occupational competencies or individualized education program (IEP) assessments established by the district;
5. Vocational-technical and career academy pupils who are employed a minimum of twenty hours per week in the occupation or related field in which they were trained and who are enrolled in postsecondary education for a minimum of twelve credit hours per academic year in the program area or related field in which they were trained; and
6. Vocational-technical and career academy pupils who are employed part-time an average of twenty hours per week or more in the occupation or related field in which they were trained.

Vocational-technical and career academy pupils not considered for placements include:

1. Vocational-technical and career academy pupils who are unemployed;
2. Vocational-technical and career academy pupils who work fewer than twenty hours per week; and
3. Vocational-technical and career academy pupils who are employed in an occupation or field not related to their training.

All other pupils shall not be included in calculations for job placements.

If the district reports placement rates below the established employment placement standards for two consecutive years, the district shall be required to submit a two-year program improvement plan to overcome program deficiencies.

1. Occupational competency assessment data shall be included in the development of the program improvement plan.



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2. The program improvement plan shall be submitted within ninety days following written notification by the Commissioner, or his or her designee, that such a plan is required.
3. Prior to the submission of the program improvement plan to the Commissioner, the plan shall be approved by the Board and submitted to the County Superintendent for review and approval.
4. The County Superintendent shall periodically review the progress of the district in meeting the objectives and in implementing the program improvement plan.
5. The district shall have two years following approval of the plan by the Commissioner to complete remediation and to overcome program deficiencies.
6. In preparing the program improvement plan, the district shall review its programs based upon factors including, but not limited to, vocational-technical and career academy pupils mastery of occupational competencies, inappropriate or inadequate training, pupil recruitment, placement deficiencies, market sensitivity, and program cost effectiveness. Other indicators which might influence job placement include, but are not limited to, inadequate pay scales, economic trends and fluctuations in transportation difficulties, and existing and unanticipated local or regional occupational supply and demand.

If the district fails to implement the program improvement plan or fails to overcome program deficiencies for meeting minimum employment placement standards within two years of approval of the plan by the Commissioner of Education, the County Superintendent, in consultation with the Director of the Office of School-to-Career and College Initiatives, may recommend that the Commissioner issue an order requiring the district to show cause as to why the program should not be discontinued.

E. Local Applications For Funds

The district may participate in grant programs pursuant to N.J.A.C. 6A:8-2.2 by applying for such funds to the New Jersey Department of Education on forms provided by the Department of Education.



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F. Vocational-Technical Education and Career Academy Program and Course Approval

The standards contained in N.J.A.C. 6A:8-2 - The Core Curriculum Content Standards are adopted by the New Jersey Department of Education as program approval standards for vocational-technical education and career academy programs and courses.

G. Safety and Health Program/Reporting Accidents

The district shall organize, adopt and implement a vocational-technical education and career academy safety and health program in accordance with N.J.A.C. 6A:19-10.2 et seq. A copy of the program, indicating the district's adoption and approval of such program, shall be retained on file and made available, upon request, to the Department of Education. The Supervisor of Vocational Education and Life Skills is designated to implement the approved safety and health program.

1. The safety and health program shall contain, as a minimum, the following:
 - a. Objectives of the safety and health program;
 - b. A safety and health hazard analysis for each vocational course and/or program in operation;
 - c. A statement of the general policies for the safe and healthy operation of all vocational courses;
 - d. Specific statements of practices and precautions required for safe and healthy operation within each separate course;
 - e. A plan and procedures for periodic inspections and maintenance of facilities, tools, machines, equipment, personal protective devices, hazardous substances, and for the elimination of potential or identified hazards;
 - f. Emergency procedures to be followed in the event of an accident involving a pupil, teacher, or any other individual;
 - g. Methods to be used for each vocational course to provide safety and health education to pupils including methods for incorporating the results of the hazard analysis;



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- h. Procedures and methods to be used to document and assess pupils' knowledge of practices and procedures;
- i. A system, which may include disciplinary action, to ensure that pupils comply with safe and healthy practices; and
- j. Procedures to ensure that all new vocational-technical education staff and pupils receive appropriate initial safety and health program training prior to working or participating in any vocational course or program.

Accidents involving vocational-technical education and career academy pupils, staff, or others shall be reported to the Commissioner of Education on the accident reporting form supplied by the Department of Education within five working days of the occurrence. A reportable accident is any accident which requires treatment by a licensed medical doctor that occurs in a vocational-technical education program, either on the school premises or at an approved off-premises training site including a cooperative work training site and travel to and from that off-premises training site.

H. Securing Machines and Equipment

All mechanical and electrical equipment used in vocational-technical education courses shall have guards or other protective devices that meet the Department of Education safety standards.

All machines shall be so constructed, installed, and maintained as to be free from excessive vibration. Arbors and mandrels shall be so constructed, installed, and maintained as to have firm and secure bearing and be free from play. Machines and equipment requiring the presence of an operator shall not be left unattended while in operation or still in motion. An electrical power control shall be provided on each machine to make it possible for the operator to cut off the power without leaving the operating position.

A magnetic-type switch shall be provided on all nonportable motorized equipment and machinery to prevent machines from automatically restarting upon restoration of power after an



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electrical failure or electric cutoff. Power controls and operating controls shall be located within easy reach of the operator while the operator is at the regular work location, thereby making it unnecessary to reach over the point of operation to make adjustments.

Each machine operated by electrical power shall be provided with positive means for rendering it inoperative while repairs or tool changes are being made.

Push-type emergency cutout switches shall be provided at appropriate locations within shops to de-energize the electrical supply to nonportable machinery in accordance with N.J.A.C. 6A:26-6.3(f). Power tools and machines in shops which generate dust shall be provided with dust collecting equipment in accordance with N.J.A.C. 6A:26-6.3(a)5.

I. Storage of Flammable and Combustible Materials

Flammable and combustible liquids shall be stored in accordance with N.J.A.C. 6A:19-10.5 et seq.

J. Use and Disposal of Hazardous Substances

Hazardous substances shall be stored, handled, and used in accordance with the requirements of N.J.A.C. 6A:19-10.6 et seq.

K. Foundry Operations

Individuals engaged in the melting of metal to be cast or the pouring of molten metals shall be protected by wearing protective clothing as required in N.J.A.C. 6A:19-10.7(a). Crucible shanks used for pouring molten metal from the crucible shall be equipped with a safety lock designed to prevent the crucible from dropping or slipping out of the shank while the molten metal is being poured or transported.

L. Protection of School Staff

Individuals using hand and power tools who are exposed to hazards of falling, flying, abrasive, and splashing materials or harmful dusts, fumes, mists, vapors, or gases will be provided with the particular personal protective equipment necessary to protect them from potential hazards.



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M. Miscellaneous

1. The proceeds from the sale or resale of any articles, materials, or services produced in the various classes and shops maintained under a vocational program in the district shall be accounted for and credited to the vocational account of that district.
2. Separate accounts of all local, State and Federal funds used for vocational-technical education shall be maintained.
3. School districts operating shared-time and full-time vocational-technical education and career academy classes shall maintain an approved medical inspection service for applicants for admission to such schools and classes.
4. The medical inspector shall report immediately to the Principal of any school in the district regarding any pupil whose physical condition may impair the pupil's safety or health while enrolled in vocational-technical education, or career academy which may prevent the pupil from obtaining regular employment.

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