**Covington County Schools**

**Work Based Learning**

**Documentation checklist**

* Application
* Resume (Students should have one in Kuder)
* Interview Evaluation Form
* Training Plan (to be completed with Co-op teacher)
* Training Agreement
* School Regulations and Policies (signed)
* Teacher Recommendation forms (from 3 diff subject areas)
* Interest/Aptitude Inventory (Kuder results)
* Safety Training
* Emergency Contact form
* Copy of insurance card