

Work Experience and Career Exploration Program Continuation Guidelines Fiscal Year 2009

The Work Experience and Career Exploration Program (WECEP) continuation guidelines will use a combination of the ISBE electronic Grant Management System (eGMS) available through the ISBE Web Application Security (IWAS) system and the previous paper process to renew the grants for FY2009 (July 1, 2008 to June 30, 2009).

WECEP Continuation Guidelines - An outline of the two part process for the WECEP continuation guidelines is indicated below:

I. WECEP guidelines available under eGMS/IWAS – this section of the guidelines are relatively unchanged from the previous year's requirements, but are web-based through the ISBE IWAS. This information must be completed using this system beginning in FY09.

1. School District Applicant Information
2. Work Plan Outline (Program Specific Pages)
3. Local Budget Worksheet
4. Budget Detail and Budget Summary
5. Assurances Pages

II. WECEP guidelines continuing as a paper process - this section of the guidelines is unchanged from the previous year's requirements and will need to be submitted separately to ISBE in paper form as in the past. In completion of the FY09 WECEP Continuation Guidelines, each program must provide the following information to ISBE:

- ✓ Course syllabus - A copy of the course syllabus for the related class.
- ✓ Training Memorandums - A copy of a sample training memorandum.
- ✓ 2000 Hours of Work Experience - Documentation of the 2000 hours of employment experience for the teacher/coordinator. The teacher/coordinator must have a valid Illinois teaching certificate for the grade(s) served.
- ✓ Two Coop Classes - Documentation of passing the two coop classes (6 hours total) that are required to be a Cooperative Education Coordinator. The teacher/coordinator must have a valid Illinois teaching certificate for the grade(s) served.
- ✓ Student Selection and Enrollment - An outline of the student selection and enrollment process.
- ✓ Private Sector Training Sites - A list of the Private Sector Training Sites (sample provided).

WECEP Reporting Requirements – For information purposes, the six (6) United States Dept. of Labor (DOL) WECEP Annual Reporting Requirements are identified in the attached memo from Mark Williams, Division Administrator. The DOL reporting requirements are unchanged from those previously sent.