

Work Experience and Career Exploration Program Continuation Guidelines Fiscal Year 2010

The Work Experience and Career Exploration Program (WECEP) continuation guidelines will continue to 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 FY2010 (July 1, 2009 to June 30, 2010).

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 part of the guidelines is web-based through the ISBE IWAS and must be completed using the following WECEP sections:

1. Applicant Information
2. Program Specific Pages – Work Plan Outline & Local Budget Worksheet
4. Budget Pages - Detail, Budget & Payment Schedule
5. Assurance Pages

Note: Notification will be provided via email to the participating WECEP districts when the application is accessible in eGMS/IWAS for FY10. The system is expected to be available approximately April 15, 2009.

II. WECEP guidelines continuing as a paper process - this part 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 FY10 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. Documentation on employer letterhead and/or notarized self-documentation. The teacher/coordinator must have a valid Illinois teaching certificate for the grade(s) served.
- ✓ Two Coop Classes – Transcripts documenting 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 form 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.