

Santa Clara County Regional Occupational Program–South

CC/CVE Checklist

Instructor _____ Class _____

Document	Items to be included	√
Individualized Training Plan	<ul style="list-style-type: none"> • One for each CC/CVE student • Location of CC/CVE site • List of competencies to be acquired • Verification of competencies acquired 	
Training Agreement	<ul style="list-style-type: none"> • CC or CVE – One for each student • Necessary signatures 	
Classroom Attendance Record	<ul style="list-style-type: none"> • Classroom instruction is provided minimum of one period per week while on the job • Student hours collected weekly 	
Work Site Attendance Records	<ul style="list-style-type: none"> • CVE – Minimum 8 hours, maximum 15 hours per work week that can be claimed for ADA • CC – Hours as outlined in curriculum • Necessary signatures of supervisor 	
Record of Supervision	<ul style="list-style-type: none"> • Visits made by teacher of related class • CVE – <i>Visit every four weeks and student observed at least every other visit</i> • CC – <i>One visit every three weeks and student observed every week</i> 	
Worksite Evaluation Form & Grade Book	<ul style="list-style-type: none"> • Verification of progress • Necessary signatures 	
Worker's Compensation Insurance	<ul style="list-style-type: none"> • CC – Provided by students home school. • CVE – Provided by the employer (name of insurance company on training agreement) 	
Work Permit	<ul style="list-style-type: none"> • CVE – One for each student under 18 years of age • Copy of work permit in student file • CC – <i>No work permit required</i> 	

I verify that I have met the CC/CVE requirements as documented above.

Instructor Signature

Date