



NH Department of Education

Bureau of Career Development

WHAT DOES THE NH DEPARTMENT OF LABOR NEED TO APPROVE THE WORK-BASED LEARNING OR CAREER EXPLORATION ACTIVITY?

Paid Internship w/ waived HO's for 16 and 17 y.o.

- Co-op form
- attachment outlining specifics (could use Addendum for Approval Form for Sub-Minimum Wage or No Wage Rate for Work-Based Activities Under RSA 279:22-aa)

Unpaid Internship w/waived HO's for 16 and 17 y.o.

- Co-op form
- Approval Form for Sub-Minimum Wage or No Wage Rate for Work-Based Activities Under RSA 279:22-aa
- Addendum for Approval Form for Sub-Minimum Wage or No Wage Rate for Work-Based Activities Under RSA 279:22-aa

Paid Internship non-hazardous and no HO's that need to be waived

- As long as student is making minimum wage and is on payroll covered by worker's comp there is no DOL paperwork

Unpaid Internship non-hazardous and no HO's that need to be waived

- Application for Pre-Screening of School to Work
- Approval Form for Sub-Minimum Wage or No Wage Rate for Work-Based Activities Under RSA 279:22-aa
- Addendum for Approval Form for Sub-Minimum Wage or No Wage Rate for Work-Based Activities Under RSA 279:22-aa

Job Shadows, informational interviews, industry tours

- Any activity that is strictly observation does not need to be DOL approved. However, as soon as a student starts doing tasks or touches anything (even if it is just to try a task), the appropriate paperwork must be completed as it triggers an employee/employer relationship.

WBL in CTE Center

- No DOL paperwork needed