

# INSTRUCTIONS FOR WORK PLACEMENT REGISTRATION FORMS

## Course/Student Registration:

- All information must be provided on the registration form in order for students to be covered by Workers Compensation (*incomplete registration forms will be returned for clarification, and coverage will be delayed*).
- List all students who will be participating in a workplace learning experience during a semester or the school year, ending **June 30, 2012**.
- Workers Compensation coverage is provided for work placement carried out only within the Province of Manitoba.
- It is not necessary to provide information on changes related to workplace site. This information is requested on the Work Station Confirmation Form when an accident is reported.
- ONLY “**2011-2012**” registration forms will be accepted. All others will be returned to schools.
- School Code # (*the four-digit number used by schools to record information with the Department*)--contact your school office for this code or see the preface page of the SCHOOLS IN MANITOBA directory for assistance.
- SPD Registration # -- five-digit code provided to schools each school year after they have completed annual registration requirements for SICs/SIPs. (Contact Ina Lynn at 945-0254 for further information in this regard.)
- Course name (subject description) – for example: Automotive Electronics. ←
- Course Level # – three-digit code **ex:** Automotive Electronics – 40S level. ←
- Code # – four-digit code **ex:** Automotive Electronics – the code is 8307. ←
- Supervising Instructor – **person directly responsible** for students placed at workplace site.
- Remainder of form is self-explanatory.

This information is contained in the **Subject Table Handbook**

**NOTE: All info on each and every form must be filled out**  
(in the event that pages get separated)

## Work Station Confirmation:

- In the event of an accident, the form (along with the Employer's Report of Injury) must be fully and accurately completed by the supervising instructor in charge of an injured student and sent **immediately** to Manitoba Education, Work Placement, 1567 Dublin Avenue, Winnipeg MB R3E 3J5; **FAX 204-948-2344**.
- The Workers Compensation Board of Manitoba may levy a stiff penalty if an Employer's Accident Report form is not submitted to Manitoba Education within **five (5) days of the accident**.

## Letter of Explanation to Work Placement Sites

- This letter can be forwarded to placement sites when responsibility and coverage is questioned by the workplace site.

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**NOTE:** For the purpose of Workers Compensation coverage, Manitoba Education is the employer.

**Therefore, no contact is necessary with the Workers Compensation Board.**

The Workers Compensation Board's firm number for Manitoba Education is: 0050153ED, as printed on the Workers Compensation Board – Employer's Accident Report form.