

# CFE Approval and Registration Form

(for students 18 years of age or older)

Dear Independent Study Option (ISO) Student,

The ISO Credit for Employment (CFE) course provides students with the opportunity to earn a credit for paid employment, and encourages and recognizes the skills development and experience gained through employment. Students have the opportunity to develop essential, employability, and transferable skills, while applying a responsible attitude toward safety and health for themselves and others in the workplace.

I am aware of the following:

- **A student must be a minimum of 16 years of age to earn a CFE credit.**
- **To be eligible to participate in the CFE credit, a student must complete either**
  - **a minimum of a half-credit (0.5) Career Development Life/Work course prior to registering for the ISO CFE course**
  - OR**
  - **a minimum of a half-credit (0.5) Career Development Life/Work course while earning a CFE credit**

**It is recommended that a student complete the Career Development Life/Work course prior to registering for the ISO CFE course.**

- A student must be employed at a workplace and participate in **110 hours** of paid employment to earn a CFE credit.
- Where possible, it is strongly recommended that a student seek paid employment with someone other than an immediate family member to be exposed to new people and new experiences.
- A student must submit the completed **CFE Approval and Registration Form prior to logging work hours for the CFE.**
- Eligibility for credit will be determined by the Distance Learning Unit once logged CFE work hours are submitted and all course requirements are completed.
- In appraising a student's eligibility for a CFE prior to the commencement of the accumulation of hours for paid employment, the Distance Learning Unit will consider only the hours to be obtained for paid employment and will not evaluate any hazards that may be associated with the CFE.
- The CFE student is considered a "worker," as defined by *The Workplace Safety and Health Act* (Manitoba). The CFE employer bears the greatest responsibility for safety and health in the workplace. This includes providing the proper tools, equipment, instruction, and training, as required by Workplace Safety and Health Regulations applicable to the work duties and tasks performed.
- Workers compensation coverage for any paid work is not provided by Manitoba Education and Training. The employer is responsible for providing workers compensation coverage for workers (students) through the Workers Compensation Board (WCB) of Manitoba.
- Workers should discuss safety concerns related to a CFE with their employer or workplace safety and health committee representative. Workers have the responsibility to keep themselves and others safe by participating in the safety and health orientation and training the employer provides, using all the required equipment safely, asking safety questions, and understanding their worker safety and health rights and responsibilities.

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## CFE Approval and Registration Form *(continued)*

- Students should exercise discretion, be aware of safety issues, and investigate the employer's workplace safety and health program and WCB coverage before deciding that they will participate in the CFE option.
- Withdrawal from a CFE is possible at any time. Withdrawal from a CFE may take place if the CFE conditions are not acceptable to the student or to the employer.

I understand that I am responsible for

- locating and obtaining paid employment for which CFE credit is being sought
- providing completed and signed copies of all required CFE forms to be approved by the Distance Learning Unit prior to accumulating work hours for the CFE
- completing all CFE requirements as assigned by the Distance Learning Unit

I have reviewed and understand the CFE option requirements.

Student's Name (please print) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_