HIGH SCHOOL INTERNSHIP – STUDENT WORK PERMIT
REQUIRED NOTIFICATION PROCEDURE TO HIGH SCHOOL ISSUING OFFICER

PROCEDURES FOR HR STAFF

This procedure is only required if the student will be under age 18 on the start date.

Required by the PA Child Labor Act, per explanation on Slide 9 in reference to Section 8 (b).

1. **Confirm Student's Age:**
   - **a.** Obtain Training Plan and Statement of Responsibilities from hiring manager.
   - **b.** Ensure both documents are fully completed and signed.
   - **c.** **Important:** Review Page 1 of both documents for **Birth Date Line** and **Age Line**.
   - **d.** Age 18 or older (on start date): Stop here. The below procedures are **not** necessary.
   - **e.** Age 16 or 17 (on start date): Follow procedures below.

2. **Obtain the Following:**
   - **a.** Work Permit (electronic copy) – provided by the student's home school.
   - **b.** First and last name – of Issuing Officer who signed the permit.**
   - **c.** E-mail address – of Issuing Officer who signed the permit.**
   - **d.** ** *Ask for this information because only the signature of the Issuing Officer appears on the Work Permit.*

3. **Source:**
   - **a.** Ask the supervisor to obtain the above information.
   - **b.** The supervisor is communicating with the student's school/vo-tech.
   - **c.** Schools and vo-techs are familiar with the Work Permit.

4. **Review Work Permit:**
   - **a.** Ensure it is fully completed, signed, and accurate.

5. **Save Work Permit in Intern's Official Personal File.**

6. **Notes:**
   - **a.** For students in vo-tech (career and technical center), the Work Permit is issued by the sending/home high school and not the vo-tech.
   - **b.** However, vo-tech internship coordinators are familiar. They can obtain it from student's high school, and ask for the name and e-mail of the Issuing Officer.
   - **c.** For assistance, e-mail OA Work Based Learning Division – WorkBasedLearning@pa.gov.

7. **HR Staff Must E-mail the Issuing Officer:**
   - **a.** Attach the three completed documents: Training Plan, Statement of Responsibilities, and Work Permit.
   - **b.** Optional: You can copy the student's internship/co-op coordinator at the school, if the supervisor provided this individual's e-mail.

8. **The Following E-mail Script Can Be Used:**

E-MAIL SCRIPT

SUBJECT LINE: Notification of Paid Internship – **STUDENT FIRST & LAST NAME**

Dear **NAME OF ISSUING OFFICER**

The **STATE AGENCY** is providing you the attached Training Plan and Statement of Responsibilities for **STUDENT FIRST & LAST NAME**. Both documents are being provided to you as notification of the student's paid internship with our agency. This message and the attachments are for your files. No action is necessary.

This notification is required by the Pennsylvania Child Labor Act, Section 8(b) (Notification), for any student in a paid internship who is a minor (under age 18). Our agency was informed that you serve as the Issuing Officer for the minor's attached Work Permit.

If you have questions about the student's internship or co-op, please contact the student's internship/co-op coordinator at the school or vo-tech/career and technical center.

Sincerely

NAME OF HR STAFF MEMBER SERVING
TITLE
BUREAU/OFFICE
AGENCY
OFFICE PHONE
E-MAIL ADDRESS

Attachments: Training Plan, Statement of Responsibilities, and Work Permit.