

# CAREER EXPLORATION PROGRAM

# CEP

## Career Exploration Program Enrollment Packet

- Student Contract
- Student Application
- Parent/Guardian Consent Form
- Employer/Supervisor Letter & Agreement

CEP Enrollment Packet MUST be completed and turned in before work hours can count towards 128-hour total.

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Returned: \_\_\_\_\_

# CAREER EXPLORATION PROGRAM CONTRACT

I understand that the purpose of the Career Exploration Program is to give me the opportunity to earn school credit while working on the job. To receive a half credit, I will complete the tasks assigned for the required coursework listed below. I, as the student will indicate my understanding by wiring my initials in the spaces below. Student and parent/guardian signatures are required at the bottom of the contract.

## I. GETTING STARTED

- \_\_\_\_\_ Read and sign the CEP Program Contract.
- \_\_\_\_\_ Complete CEP Student Application.
- \_\_\_\_\_ Complete Parent/Guardian Consent Form
- \_\_\_\_\_ Employer has read and signed the letter of explanation and agreement
- \_\_\_\_\_ Employer must have appropriate business license.
- \_\_\_\_\_ Return completed CEP Enrollment Packet to CEP School Supervisor.
- \_\_\_\_\_ Pick-up and complete the Student Assignment Booklet.
- \_\_\_\_\_ **Completed CEP Enrollment Packet MUST be turned in before hours can count towards 128-hour total.**

## I. WORKING TOWARD YOUR CREDIT

- \_\_\_\_\_ Complete the Student Assignment Booklet with complete and appropriate answers.
- \_\_\_\_\_ Hours must be verified through paycheck stubs or a verified hours printout from business. A minimum of 128 hours of work must be by due date to receive .5 credit.
- \_\_\_\_\_ Proof of hours and completed Student Assignment Booklet must be turned in by assigned deadline date listed on front cover.

## I. IMPORTANT DETAILS

- \_\_\_\_\_ Completed CEP Enrollment Packet MUST be turned in before hours can count towards 128-hour total.
- \_\_\_\_\_ The CEP School Supervisor MUST be notified immediately if you are unable to complete the Career Exploration Program or if student changes their employment.
- \_\_\_\_\_ If the student is absent from school, the student should not attend work without permission from CEP School Supervisor.
- \_\_\_\_\_ **Half (.5) of an elective credit can be earned by providing 128 document work hours and submitting a completed Student Assignment Booklet.**
- \_\_\_\_\_ **Up to one (1) total elective credits can be earned with Administrative Approval.**
- \_\_\_\_\_ **Grade of Passing (P) will be issued per half (.5) Credit.**

I have reviewed and understand the above information.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT APPLICATION FORM**  
**CAREER EXPLORATION PROGRAM**

PLEASE PRINT

The Career Exploration Program (CEP) provides the opportunity for high school students to receive elective credit for working. Information is needed in case we must contact student or student's employer

**Student Information:**

Student Name	
Student School ID	
Student Phone Number	
High School	

**Employer Information:**

Business Name	
Address including City and Zip	
Phone number and extension	
Name of Supervisor	
Student's Job Title	

# Career Exploration Program

## Parent/Guardian Consent

### **STUDENTS MUST ACQUIRE PARENT SIGNATURE**

Your student has applied for the Career Exploration Program (CEP). This program offers elective credit to Mesa Public School students who are employed.

To receive half (.5) elective credit for CEP the student must:

- Complete the CEP Enrollment Packet.
- Provide documentation for 128 hours of worked, like a copy of their paycheck stub.
- Complete the Student Assignment Booklet.
- Complete all requirement by the deadline date, which is assigned by the CEP School Supervisor.
- Up to one (1) total elective credits can be earned with Administrative Approval.
- Grade of Passing (P) or Failing (F) will be issued per half (.5) Credit.

Your student should see the CEP School Supervisor if they have any difficulties while trying to complete the Student Assignment Booklet, meeting their hour requirement, change employment or are no longer working.

Career Exploration Program (CEP) is an off-campus activity approved by Mesa Public Schools. Parent/Guardian consent is needed to cover liabilities. The student may be covered by the employer's compensation insurance. Student should check with employer.

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## Parent/Guardian Consent

I have reviewed the CEP requirements with my son/daughter and approve of his/her enrollment in this program.

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Date \_\_\_\_\_



**Red Mountain High School**

7301 East Brown Road  
Mesa, Arizona 85207-3803

(480) 472-8000 | fax (480) 472-8008  
www.mpsaz.org/rmhs

**ADMINISTRATIVE TEAM**  
Jared Ryan, *Principal*  
Laura Contreras, *Registration*  
Brent Gardner, *Student Services*  
James Gowdy, *Athletics*  
Jason Grantham, *Activities*  
JaNeal Hale, *The Core*

Dear Employee Supervisor

Mesa Public Schools has for a long time recognized the importance of a successful school-to-work transition. Our students develop many important new skills within the work environment. It is with this understanding that in partnership with you, we provide an opportunity for students who work to earn an elective credit. This credit will count toward their elective credit graduation requirement. The course is called Career Exploration Program (CEP).

To receive half (.5) elective credit for CEP the student must:

- Complete the CEP Enrollment Packet.
- Provide documentation for 128 hours of worked, like a copy of their paycheck stub.
- Complete the Student Assignment Booklet.
- Complete all requirement by the deadline date, which is assigned by the CEP School Supervisor.

We appreciate you working with the student to receive elective credit. If employment is terminated by either you or the student, please notify us immediately.

Please indicate your support by signing the agreement below. We appreciate your willingness to assist this student in receiving credit. If you have any questions or concerns, please contact the CEP School Supervisor at the student’s high school.

Sincerely

Jerzy Wasilewski & Catherine Bianchi  
Red Mountain High School  
480-472-8019

**Supervisor Agreement**

I have read, and understand, what is expected of me in assisting

Name of Student participating in CEP \_\_\_\_\_

Supervisor Name (print) \_\_\_\_\_

Supervisor’s Phone Number \_\_\_\_\_

Name of Business (If family/relative owned business, a copy of the state license must be provided) \_\_\_\_\_

Supervisor’s Signature \_\_\_\_\_

Date \_\_\_\_\_