

Eastern Wyoming College

Career Pathways Education and Training (CPET) Agreement

Terms and Conditions of CPET

This agreement is made and entered into between Eastern Wyoming College (“College”), Wyoming Department of Workforce Services, and _____ (“Training Site”). The purpose of this Agreement is to create an understanding between the “College”, Wyoming Department of Workforce Services, and “Training Sites” which are committed to preparing students for employment by providing learning experiences for students enrolled in the _____ program.

- As part of their studies, students are offered the option to participate in paid or unpaid Career Pathways Education and Training Programs (CPET).
- Students will establish their work schedules with the “Training Site” coordinator based upon their class schedule. Students are to treat their CPET as a **job** and therefore are to report to their supervisor for work, absences from work, and evaluation of skills.
- Students should be made aware of dress code requirement, sexual harassment/workplace policies, liability issues, confidentiality, and other expectations to meet the standards set by the “Training Site.”
- The “Training Site” should include as many learning opportunities as possible for students.
- As with any new employee, students should be monitored and mentored before being assigned independent tasks. Some on-the-job training will be required, and observation should be included along with hands-on tasks.
- Selected students will participate in the CPET at the “Training Site” during specified times from _____ to _____. Upon acceptance of a student into a CPET program, each “Training Site” will receive a copy of this contract and an evaluation form to be completed by the student’s Training Site representative. Once the final evaluation is complete, the “Training Site” is no longer responsible for providing work experiences, monitoring, or evaluation.
- The EWC Adult Education Training Site coordinator and/or Wyoming Department of Workforce Services coordinator should require the CPET student to complete necessary employment forms as required by the Training Site (e.g. confidentiality forms, employment forms, etc.)
- Neither the College or the Wyoming Department of Workforce Service is liable for actions taken by CPET students while at a “Training Site.” However, the College’s crime insurance extends to the student and location of the “Training Site,” for loss of or damage to money, securities, and other property sustained by the “Training Site resulting directly from theft committed by an identified student, acting alone or in collusion with other persons. The coverage reimbursement limit is equal to the loss, less the applicable deductible.
- The “Training Site” does not waive its immunity by entering into this Agreement, and the “Training Site” specifically retains all immunity and all defenses available to it pursuant to state laws.
- The “College” and Wyoming Department of Workforce Service do not waive immunity by entering into this Agreement, and the “College” and Wyoming Workforce specifically retain all immunity and all defenses available to it pursuant to state laws.

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| Printed Name of EWC Training Site Coordinator | Signature of EWC Training Site Coordinator | Date |
| Printed Name of Wyoming Workforce Coordinator | Signature of Wyoming Workforce Coordinator | Date |
| Place of Training Site | Complete Address of Training Site | Phone |
| Printed Name of Training Site Representative | Signature of Training Site Representative | Date |
| Printed Name of Participating Student | Signature of Participating Student | Date |