



NCTA Interns

- **Are placed based on:**
 - the requirements of the employer
 - enrollment & performance in qualifying NCTA & High School course(s)
 - a review by NCTA personnel (including the student's High School Beyond Plan)
- **Are typically 16-18 years old and able to provide their own transportation to internships**
- **Earn certifications relevant to your industry,** including "NCTA Highly Sought Out Candidate"
- Have the opportunity to **earn free college credit** with:
 - Skagit Valley College
 - Whatcom Community College
 - Bellingham Technical College
- Are completing **540 hours of hands-on, focused, in-depth career and technical education** (equivalent to 3 high school credits). NCTA instruction includes **21st-Century Skills** as illustrated by our Professional Expectations Rubric

NCTA's Philosophy on Student Placement

NCTA staff only places students:

- who are **potential successful employees of your company**
- with **long-term career goals** related their interests, aptitudes, and courses of study

Timing and Scheduling:

- **Most of our internships take place on Tuesdays and Thursdays, with time slots from 8:00 a.m. to 10:30 a.m. or 11:30 a.m. to 2:00 p.m.**
- Specific times are **based on each student's class schedule and your business's needs**. Alternate times and days are possible and subject to review by NCTA.
- **Written and verbal communication** with NCTA's Worksite/Work-Based Learning Coordinator is required before making any permanent change to a student's schedule. This includes adding in-person and/or virtual training sessions and work days.
- NCTA's internships are **40 hours** and start around **April of each year and run for 8 weeks**.

NCTA's Learning Programs:

Animation & Graphic Design
Applied Medical Science
Core+ Aerospace
Core+ Automotive Services
Core+ Construction
Core+ Maritime

Core+ Welding
Criminal Justice
Culinary Arts
Dental Assisting
Fire Science & EMS
Money & Business

Veterinary Assisting
Video Game Development
NEW Baking & Pastry
NEW Early Childhood Education
NEW Medical Assisting
NEW Pharmacy Technician
NEW Teacher Academy

NCTA Services Students from:

Options High School, Bellingham High School, Squalicum High School, Anacortes High School, Cap Santé, Aspire Academy, Mount Vernon High School, Skagit Academy, State Street, Sedro-Woolley High School, Sehome High School, Burlington-Edison High School, Concrete High School, La Conner High School, Meridian High School, Home School students and more.



NCTA contact:

Jerry Grisham, WBL/WSL Coordinator
jgrisham@nwtech.k12.wa.us
360-848-0706





Intern Exemptions from LNI:

NCTA is defined as a "bona fide cooperative vocational education program, diversified career experience program, or work experience program certified and monitored by the office of the superintendent of public instruction..." This means students have variances to WAC 296-125-030. NCTA students are limited to working no higher than 10 feet from the ground level and operating vehicles.

NCTA values and promotes workplace safety. We require all Interns and Students to comply with industry-level safety at all times, including during internships. **If you have questions about safety and LNI please contact us.**

Requirements of your business:

☐ A Learning Plan

A 40-hour learning plan for the student. These are usually an 8-week plan with an outline of 5 hours a week. Some exceptions for fewer hours can be made on a case-by-case basis.

The first week of all plans should include safety training and your company's procedures and policies. NCTA is happy to work with you to develop this plan for students, which is submitted to NCTA as part of the approval process.

NCTA CAN PROVIDE EXAMPLES AND HELP DEVELOP A LEARNING PLAN TO SUPPORT YOU AND YOUR INTERNS.

☐ NCTA provided: Worksite Learning Agreement

The Worksite Learning Agreement is between NCTA, the NCTA student, their family or guardian, and you. The agreement outlines what is agreed upon and the role of each party including signatures of all parties. **

☐ NCTA provided: Cooperative Worksite Learning Parent/Guardian Informed Consent Document

The Cooperative Worksite Learning Parent/Guardian, Informed Consent Document, provides emergency information and insurance information for all parties.**

☐ NCTA provided: Liability Document

The Liability Document provides the agreement between you and NCTA, outlining supports, learning, and assurances that all parties comply with state and federal guidelines and regulations.**

☐ NCTA provided: Site Visit before and During Internship

State and federal guidelines require NCTA to ensure that your worksite meets the requirements as an education environment, including workplace safety, harassment, and compliance with Title IX/Civil Rights requirements.**

**Copies available upon request, including signed copies

If you're interested in becoming an internship partner, you can scan the QR Code provided above or call 360-848-0706, email info@nwtech.k12.wa.us or jgrisham@nwtech.k12.wa.us

We provide full support throughout the process and respect your hiring practices. Together, we'll establish an "Instructional Internship Plan" to ensure the best learning experiences for students.