

Work-based Learning (WBL): At a Glance

Placement Types

Regular Employment – Junior and Seniors, ages 16 and older, work directly for employers on their trade cycle, earning high school credit and a wage.

Pre-Apprenticeship Employment – same as above, but the student is also earning hours/credit toward a registered apprenticeship program or licensure.

Internships – Juniors and Seniors, ages 16 and above, work directly for an employer and in lieu of monetary compensation, they gain invaluable real-world experience that enhances their skills set and resume.

Job Shadowing – student participate in an observational opportunity for 1-3 days to gain first-hand knowledge in their chosen field.

Eligibility

- 16 or older, and in their Junior year (Junior year start in the summer after sophomore year)
- GPA of 70 or above with no failures, and at least a 70 in trade.
- Must obtain Trade DH/Instructor approval

School Release Hours

During the trade cycle, eligible students may have up to the following school release hours:

Semester 1

- 11th Graders – 14 hours per week during the trade cycle
- 12th Graders – 21 hours per week during the trade cycle

Semester 2

- 11th Graders – 28 hours per week during the trade cycle, as long as trade theory and trade related electives are being met.
- 12th Graders – no restriction on hours as long as shop theory, trade related electives, and graduation requirements are being met.

Minors in Hazardous Trades

The #1 question is how will an insurance company cover a minor. Here is the answer:

Through legislation created in partnership between the Department of Labor and the Department of Education (*Conn. Gen. Stat. § 31-23. Employment of minors prohibited in certain occupations. Exceptions*), students can participate in WBL as early as 16 years of age, even in occupations labeled hazardous, such as construction, manufacturing, and automotive.

Program Advisory Committee (PAC)

Each trade program (per school) has a Program Advisory Committee (PAC) composed of local employers and industry stakeholders. This committee meets twice a year, where instructors present updates on their programs, and employers provide feedback and insights on industry needs. PACs offer employers a valuable opportunity to get involved and build a workforce pipeline with their local CTECS school.

For More Information

[CTECS Homepage](#)

[Trade Programs](#)

[Work-based Learning](#)

[Career Center](#)



Consultant	Trade Programming	
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2025-2026

Secondary Career Technical Education Programs

AGRICULTURE, FOOD AND NATURAL RESOURCES CLUSTER – 2 CAREER PATHWAYS

ARCHITECTURE AND CONSTRUCTION CLUSTER – 9 CAREER PATHWAYS

Architecture	✓			✓			✓			✓						4	
Building and Civil Construction						✓				✓							2
Carpentry	✓	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	15	
Electrical	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	17	
Heating, Ventilation and Air Conditioning (HVAC)	✓		✓	✓				✓	✓	✓	✓	✓	✓		✓	11	
Landscape Design, Installation and Equipment												✓				1	
Masonry		✓			✓			✓						✓		4	
Plumbing and Heating		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	12	
Plumbing, Heating and Cooling													✓			1	

ARTS, AUDIO/VISUAL TECHNOLOGY AND COMMUNICATIONS CLUSTER – 1 CAREER PATHWAY

Digital Media ✓ ✓ ✓ ✓ 4

HEALTH TECHNOLOGY CLUSTER – 2 CAREER PATHWAYS

HOSPITALITY AND TOURISM CLUSTER – 2 CAREER PATHWAYS

HUMAN SERVICES CLUSTER – 1 CAREER PATHWAY

Hairdressing and Cosmetology

INFORMATION TECHNOLOGY CLUSTER – 3 CAREER PATHWAYS

LAW, PUBLIC SAFETY, CORRECTIONS AND SECURITY CLUSTER – 1 CAREER PATHWAY

Criminal Justice and Protective Services ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 4

MANUFACTURING CLUSTER – 6 CAREER PATHWAYS

Innovation Cluster Competencies										Score
Aerospace Component Manufacturing Technology						✓				1
Mechanical Design and Engineering Technology	✓		✓	✓	✓	✓		✓	✓	8
**Mechatronics							✓			1
Precision Machining Technology	✓	✓	✓	✓	✓	✓	✓	✓	✓	14
Robotics and Automation		✓	✓				✓	✓	✓	8
Welding and Metal Fabrication			✓		✓	✓				3

TRANSPORTATION, DISTRIBUTION AND LOGISTICS CLUSTER – 3 CAREER PATHWAYS

Automotive Collision Repair and Refinishing					✓	✓	✓			✓	✓	✓			✓	✓		8
Automotive Technology		✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	18
Diesel and Heavy-Duty Equipment Repair										✓	✓							2



2025-2026

Post-Secondary Career Technical Education Programs

ARCHITECTURE AND CONSTRUCTION CLUSTER – 1 CAREER PATHWAY

Heating, Ventilation and Air Conditioning (HVAC) ✓ 1

HEALTH TECHNOLOGY CLUSTER – 1 CAREER PATHWAY

Health Technology ✓ 1

HOSPITALITY AND TOURISM CLUSTER – 1 CAREER PATHWAY

MANUFACTURING CLUSTER – 3 CAREER PATHWAYS

Precision Machining Technology ✓ 1

Robotics and Automation ✓ 1

Welding and Metal Fabrication ✓ 1

*CT Aero Tech and Stratford School for Aviation Maintenance are extension campuses of Bristol Technical Education Center

**Electronics Technology and Mechatronics is in the process of being phased out and will end June, 2028. It is being replaced with Robotics and Automation.

Connecticut Technical Education and Career System
Employer Form

Student Name	Preferred Email
Parent Name	Preferred Email

Work Site Information (please type or print neatly)		
Work Site Name		
Street Address		
City, State, Zip		
Mentor Name		D.O.B.
Phone Number		Email
State Date	End Date	Starting Wage

Career Learning Tasks (to be filled out by employer)		Curricular Alignment (to be filled out by Trade Instructor)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Trade DH Name	Trade
Phone Number	Email

Note: The Dean of Students at each school facilitates WBL placement paperwork, starting with this form. Employers are responsible for completing this form, signing the WBL paperwork when prompted via Adobe, and providing proof of Workers' Compensation insurance (COI).



Connecticut Technical Education and Career System Work-based Learning Journal

Student Name:		Mentor Name:	
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To be Completed by Student

Cycle Log – Students must record the date, time, and description of job tasks for each day worked.

To be Completed by Mentor

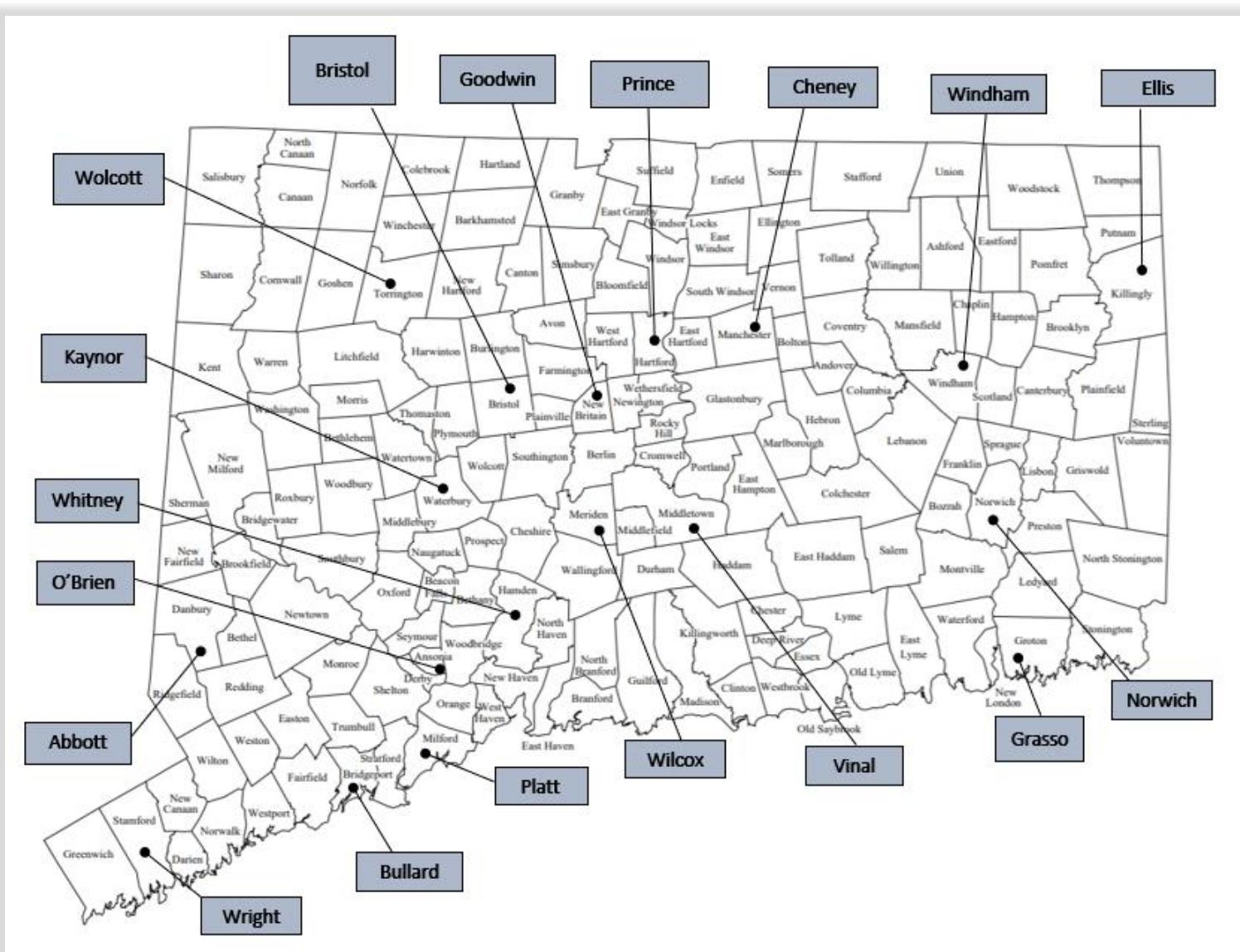
Mentor Feedback and Verification – The mentor must review and verify the hours and job tasks above, and provide feedback on the student's performance, which is vital for ensuring alignment to trade program and the growth of the student.

Please rate the student in the following areas on a scale of Good (3) to Needs Improvement (1)

Punctuality		Preparedness		Effort		Communication	
Safety		Trade Knowledge		Job Performance		Productivity	
Comments:							
Mentor Signature:				Date:			

Note: The student and mentor must complete this form each cycle. The student is responsible for submitting it to their trade teacher upon completion.

CTECS Locations



Note: These are the 18 CTECS locations that offer Work-based Learning.

School Calendar Example

Prince THS - Calendar 2024-25					
AUGUST-SEPTEMBER (25)(21)					FEBRUARY (18)
M	T	W	TH	F	
19	20 NTO	21 NTO	22	23	
26 SPD	27 DPD	28 SPD	29 SFD	30	
2 H	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25 SPD	26	27	
30					
OCTOBER (22)(21)					
M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14 H	15	16	17	18	
21	22	23 SPD	24	25	
28	29	30	31		
NOVEMBER (18)(17)					
M	T	W	TH	F	
				1	
4	5 DPD	6	7	8	
11 H	12	13	14	15	
18	19	20	21	22	
25	26	27 ED	28 H	29 V	
DECEMBER (15)					
M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20 ED	
23 V	24 V	25 H	26 V	27 V	
30 V	31 V				
JANUARY (21)					
M	T	W	TH	F	
		1 H	2	3	
6	7	8 pd	9	10	
13	14	15	16	17	
20 H	21	22	23	24	
27	28 S-2	29	30	31	
FEBRUARY (18)					
M	T	W	TH	F	
3	4	5	6	7	
10	11	12 H	13	14 ED	
17 H	18	19	20	21	
24	25	26 pd	27	28	
MARCH (20)					
M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19 pd	20	21	
24	25	26	27	28 Skills	
31					
APRIL (17)					
M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11 ED	
14 V*	15 V*	16 V*	17 V*	18 H	
21	22	23	24	25	
28	29	30 pd			
MAY (21)					
M	T	W	TH	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23 ED	
26 H	27	28	29	30	
JUNE (11)					
M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16 TLD	17	18	19 H	20 (185)	
23	24	25	26	27	

CYCLE SCHEDULE (15 Trades)							
A Cycle (9/12- Academics & 10/11- Trade)							
B Cycle (10/11- Academics & 9/12- Trade)							
Exploratory Phase 1- Cycles 2, 4 & 6							
Exploratory Phase 2- Cycle 8							
Cycle		Dates		Days			
1	A	8/29 - 9/9		7			
2	B	9/10 - 9/24		11			
3	A	9/26 - 10/4		7			
4	B	10/7 - 10/21		10			
5	A	10/22 - 11/1		8			
6	B	11/4 - 11/19		10			
7	A	11/20 - 12/3		8			
8	B	12/4- 12/20		13			
9	A	1/2 - 1/22		14			
10	B	1/23 - 2/4		9			
11	A	2/5 - 2/21		11			
12	B	2/24 - 3/5		8			
13	A	3/6 - 3/24		13			
14	B	3/25 - 4/4		8			
15	A	4/7 - 4/23		8			
16	B	4/24 - 5/6		9			
17	A	5/7 - 5/16		8			
18	B	5/19 - 5/28		7			
19	A	5/29 - 6/6		7			
20	B	6/9 - 6/16		6			
TOTALS					182		
A Cycle Total					91		
B Cycle Total					91		
REPORTING QUARTERS							
#	Dates	A Cycle	B Cycle	Total			
1st	8/29 - 11/6	22	23	45			
2nd	11/7 - 1/27	22	24	46			
3rd	1/28 - 4/4	24	22	46			
4th	4/7 - 6/16	23	22	45			
		91	91	182			

LEGEND					
New Teacher Orientation (NTO)					
Student's First Day (SFD)					
District Professional Development - Full Day (DPD)					
School Professional Development - Full Day (SPD)					
School Professional Development - Half Day (pd)					
Holiday (H)					
Vacation (V)					
Early Dismissal (ED)					
Early Dismissal (ED)(Give-back Day)					
Semester 2 (S-2)					
Skills USA					
Tentative Last Day (TLD) - Day 182/188					
Half Day - Students / Full Day - Staff					
Original 185th day - June 18					
W - Weather Closure					
E - Emergency Closure					
L - Late Opening					
ED - Early Dismissal					

School Closure Make-Ups - The first five school closures will be added to the end of the year. After the initial five, closures will be made up during the April Vacation, starting at the beginning. Further closure will be made up at the end of the year.



Rev. 3/19/2024

Note: This sample school calendar includes a Cycle Schedule that illustrates how cycles rotate at CTECS. The Dean of Students will provide the specific school's calendar when discussing WBL placements. As a reminder, students may participate in WBL only during their trade cycle.