



CAREER & TECHNICAL EDUCATION



Orange-Ulster BOCES Career and Technical Education Center Letter of Intent

This letter of intent is a non-binding agreement between the student, parent, school, and business partner. The purpose of this letter is to outline the expectations of all parties to help ensure success for both the student and the employer. This represents the investment that both parties are making in the development of the students' future career.

Student's full Name: _____ Date: _____

Student's Home School: _____

Student's Program of Study: _____

Employer's Company: _____

Employer's Name: _____

Student Expectations:

- *Graduate from high school in good standings.*
- *Attend school and work each day on time and follow all rules.*
- *Complete CTE program of studies.*
- *Pass all certification test associated with curriculum that are offered through the school.*
- *Continue to be a model student and employee.*



CAREER & TECHNICAL EDUCATION



Employer Expectations:

- *Provide feedback to the student and instructor regarding the progress of the student.*
- *Provide reasonable opportunities for the student to learn the skills necessary to be successful.*
- *Provide an appropriate incentive plan to help retain the student.*

Student's Signature: _____

Parent's Signature: _____

Employer's Signature: _____

Principal's Signature: _____

*Other Incentives/benefits offered by employer:
(Examples: Tuition Reimbursement, supplied tools, insurance, anniversary date raises, etc.)*



CAREER & TECHNICAL EDUCATION

Four Year Plan

Year one:

Explanation of responsibilities:

Evaluation/compensation points:

Training/growth opportunities:

Other related information about duties/expectations:

Year two:

Explanation of responsibilities:

Evaluation/compensation points:

Training/growth opportunities:

Other related information about duties/expectations:



CAREER & TECHNICAL EDUCATION

Year three:

Explanation of responsibilities:

Evaluation/compensation points:

Training/growth opportunities:

Other related information about duties/expectations:

Year four:

Explanation of responsibilities:

Evaluation/compensation points:

Training/growth opportunities:

Other related information about duties/expectations:



CAREER & TECHNICAL EDUCATION



Overview of Compensation package: (example below/would be specific to business)

Incentive/Benefits

Perceived/actual value

*CNC Operator Journeyman certification,
Commonwealth of Virginia (courses and books
paid) with 4000hrs of OJT*

\$12,000

Health, vision, dental, and life insurance

\$10,000 and up

*Two weeks paid time off, three weeks after the first
year*

\$2,400

All Employee Bonus Plan

Up to 6% of annual salary

Individual Performance Bonus Plan

Up to 5% of annual salary

401k match

6% of annual salary match

Tuition Reimbursement Plan

Variable depending on school and program