

## Co-op Employment – Earn Credits While You Work

The perfect way to ‘try on a job’, Co-op Employment is a flexible course which offers practical work experience in a suitable work setting. Co-op credits are designed to allow you to earn credits that count towards a high school diploma while you work.

Co-op Employment can be either a single or double credit course, depending on the number of hours you choose. The course is offered online with a focus on valuable information related to the workplace such as:

- Health and Safety
- Employment Standards Act, Rights & Responsibilities
- Ethics and Confidentiality
- WHMIS

The work completed in this course will be evaluated based on your weekly reports, online quizzes, assignments, and employer assessment. Upon successful completion of this online course and 110 or 220 hours of work on the job you will earn 1 or 2 credits (respectively).

You may not start counting hours at work for co-op until you receive the okay to do so from your co-op teacher. This will happen once all required online work and a visit with your employer has occurred. Once your co-op registration form is received by your co-op teacher you will receive an email with instructions for completing some online Health and Safety quizzes. These must be completed before your teacher will schedule a visit to complete paperwork with your employer.

You cannot backdate co-op hours (count hours worked at a previous job or before you started co-op).

If you are currently working please inquire about co-op credits at your local CEL.

**\*\* There is no cost for co-op credits\*\***