

## Professional Learning Experience Documentation – What forms to use

This document shows sample forms that are available for course content. Several document subjects listed do not have a specific sample form available. For questions, please contact [Pathwayshelpdesk@ksde.org](mailto:Pathwayshelpdesk@ksde.org).

<b>Document/Form and Subject</b>	<b>PLE – <a href="#">Professional Learning Experience Toolkit and Appendix</a> (Default forms)</b>	<b>SAE – Supervised Ag. Experience</b>  <b><a href="#">SAE For All Teacher Guide</a></b>	<b>HS – Health Care Work-Based Learning Program</b>	<b>WEP – Workplace Experience Program</b> <b>(Not to be used after 17 - 18 SY)</b>
<b>REQUIRED-Agreement between School, Employer and Student</b>	PLE Agreement (pages 51-53)	SAE Agreement (Page 41)	Student Training Agreement – Pg 33	Training Agreement
<b>REQUIRED - Training Plan</b>	PLE Plan (pages 65-66)	SAE Training Plan (pages 42-43)	Program Contract – Pg 34	Work Experience Training Plan
<b>REQUIRED – Employer Verification of Work Record</b>	PLE Work Log (page 73)	No specific form	No Specific form	Weekly Report and Absence Report
<b>REQUIRED - Employer Contact Info. (address, phone number, contact person)</b>	PLE Plan (pages 65-66) and PLE Agreement (pages 51-53)	No specific form	No Specific form	No specific form (Training Agreement has worksite)
<b>Safety</b>	Included in Orientation to the Workplace (pages 61-62)	Included in Research, Business and Learning Plans (pages 44-46)	Student Safety In The Workplace – Pg 27 - 32	Included in WE Training Plan
<b>Orientation</b>	Orientation to the Workplace (pages 61-62)	No Specific form	No Specific form	Orientation Form
<b>On the Job Attendance Record</b>	PLE Work Log Record (page 73)	No specific form	No Specific form	Weekly Report
<b>Student Work Schedule (filed by employer)</b>	No specific form	No specific form	No Specific form	No specific form
<b>Employer Evaluation of Student Work</b>	PLE Work Evaluation Form (page 74)	No specific form	Worksite Student Evaluation – Pg 39	Weekly Report
<b>Job Site Visit Made by the School</b>	No specific Form-suggested on Guideline Checklist (pages 45-46)	Supervision Plan	No Specific form	Orientation Form

The Kansas Registered Apprenticeship Program is in its infancy but looking to add pilot programs. Check it out!

<https://ksapprenticeship.org/>