



## Student Application Packet for Simulated Workplace



I have read through this application packet with my child, and understand that s/he will be participating in all of the required components of a WV Simulated Workplace.

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Parent Signature

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Date

**Adult Students with High School Diploma or  
TASC Certificate may sign form themselves.**

***THIS FORM MUST BE ON FILE WITH THE PCTC OFFICE BEFORE A  
STUDENT MAY BEGIN CLASSES IN THE SIMULATED WORKPLACE.***

*Students who have not completed and submitted this form will not be permitted to enroll in a PCTC program.*

## What is Simulated Workplace?

To certify students are receiving the most authentic learning experiences, the West Virginia Department of Education, Division of Technical and Adult Education has collaborated with a committee of experts in career and technical education, higher education, and over fifty West Virginia business and industry experts to design the Simulated Workplace environment protocols and expectations.

These protocols and expectations include the development of school level advisory teams consisting of a county Superintendent, CTE Director / Administrator, Counselor, and program instructors. A **random drug testing policy**, which ensures a minimum of forty percent of students enrolled in the participating program(s) and/or school will be tested throughout the school year. Additional requirements include **attendance collection system**, ensuring computer access, submittal of data reports, **creation of student portfolios**, **establishment of an application and interview process for enrolling students**, development of a company handbook, and **completion of student evaluations**.

### STRUCTURES AND PROCEDURES

The overall structure of the Simulated Workplace initiative will be governed by a set of protocols to assure consistency and quality in the local implementation of the concept. These protocols include the following requirements:

CTE programs will:

1. Transform the classroom environment into a **replicated company**;
2. Utilize **time clocks** or some other form of **formal attendance** recording process;
3. Develop/Adhere to the county developed **Random Drug Testing Policy**, while testing a minimum of 40% of all students enrolled within a Simulated Workplace classroom;
4. Conduct an **application / interview** process for enrolling students;
5. Develop a **company name** and **procedures / protocol manual**;
6. Ensure all students receive quality **safety training**;
7. Begin each class period / session with a 5-10 minute **company meeting**;
8. Submit **data reports** developed by students and instructor;
9. Establish work **teams** and an **organizational system** with students rotating across teams;
10. Integrate the **5S** Continuous Quality Improvement principles;
11. Participate in Business and Industry yearly **onsite evaluations**; and
12. Utilize a **portfolio** system for students to document learning, credentials earned, projects completed, etc.

Excerpt from: <http://careertech.k12.wv.us/policyandprocedures/>

“Guidelines for Simulated Workplace”

## Important Policy Information About PCTC Programs

Each career and technical program at PCTC includes four (4) core courses, as defined by West Virginia Department of Education Program of Study.

“The four credits taken in a Career & Technical concentration must be consistent with those identified for WVDE approved career & technical programs of study.”

Excerpt from: WV Legislative Code 126CSR42

These courses are required for graduation from Putnam County Schools, as mandated by West Virginia law (Policy 2510) and by the Putnam County Board of Education Policy Manual.

“The requirements for graduation from high school include earning necessary units of credit in grades nine (9) through twelve (12) as established in state law and WVBOE policy. In addition to the state requirements, the Board requires 28 units of credit [including ...] **Four core courses in a concentration as defined in the Programs of Study.**”

Excerpt from: Putnam County Schools Board of Education Policy Manual

These courses are only offered once each year, and sequencing for these courses varies depending on the needs and requirements of each CTE program. Because of this, failing a CTE core course **MAY KEEP YOU FROM GRADUATING ON TIME!**

**Adult students must also successfully complete the four (4) Core classes to complete a certificate of hours for programs at PCTC. All offered courses must be completed to earn a Certificate of Completion for any program.**

Some PCTC programs have additional requirements (see policy below).

As per West Virginia Department of Education policy, a “**minimum course completion score of 80% is required to progress to next course**” for all Health Occupations programs.

Excerpt from: <http://careertech.k12.wv.us/skillsetHSE.html> “HE0723 Therapeutic Services”

**A final grade of less than 80% in a Health Occupations course will result in your dismissal from the program at the next available semester change.**

**Simulated Workplace**  
**Student Agreement of Workplace Responsibilities**

Enrolling in a technical program at PCTC requires that students participate in specific tasks as mandated by WV Simulated Workplace.

By initialing each item below, I, \_\_\_\_\_ (print your name) \_\_\_\_\_  
acknowledge that I have read this application packet and agree to  
comply with the following requirements:

\_\_\_\_\_ Punch in/out daily on a time clock  
(initial)

\_\_\_\_\_ Wear a work uniform daily (provided by PCTC)  
(initial)

\_\_\_\_\_ Arrive on time and ready for work when my shift begins  
(initial)

\_\_\_\_\_ Participate in random workplace drug testing  
(initial)

\_\_\_\_\_ Complete all safety and other training as required  
(initial)

\_\_\_\_\_ Maintain good attendance in the simulated workplace  
(initial)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Simulated Workplace: Student Application for Training**



Name (last, first) \_\_\_\_\_, \_\_\_\_\_

High School (circle one): BHS                      HHS                      PHS                      WHS

*N/A for Adult Students*

WVEIS#: \_\_\_\_\_

*N/A for Adult Students*

Date of Birth (MM/DD/YYYY): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Please list any medical information below that could help us to prevent accidents and/or better protect both you and your coworkers. (Example: allergies, seizures, blood sugar issues, etc.)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PCTC does not discriminate on the basis of race/ethnicity, color, national origin, sex, disability, veteran status, political beliefs, religion, sexual orientation, or age in the administration of any of its employment, admissions, or other policies. **Information listed in this application is protected by law under the The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).**

**(Application Continues on Next Page)**

**Select three (3) programs below that you are most interested in:  
1=first choice, 3=last choice (Please see “Recommended Prerequisites” on Page 7)**

\_\_\_\_\_ Health Occupations / Direct Care Pre-Nursing (¥ψ)

\_\_\_\_\_ Heating/Ventilation/Air Conditioning (\*¤ψ)

\_\_\_\_\_ Dental Assisting (¥)

\_\_\_\_\_ Electrical Technology (\*¤+ψ)

\_\_\_\_\_ Computer Aided Drafting (¤ψ)

\_\_\_\_\_ CISCO Computer Networking (+ψ)

\_\_\_\_\_ ProStart / Culinary & Restaurant Management (£ψ)

\_\_\_\_\_ Automotive Technology (ψ)

\_\_\_\_\_ Collision Repair (ψ)

\_\_\_\_\_ Welding (\*¤ψ)

\_\_\_\_\_ Carpentry (\*¤)

\_\_\_\_\_ Masonry (\*¤)

\_\_\_\_\_ Graphic Design

\_\_\_\_\_ Computer System Software (ψ)

\_\_\_\_\_ Plumbing (\*¤)

\_\_\_\_\_ Diesel Technology (ψ)

\_\_\_\_\_ Health Informatics / Digital Medical Records (ψ)

**KEY**

- \* Includes embedded NCCER Certification Program
- ¤ Includes 10 hour OSHA certification course
- ¥ Includes hospital or dental chair-side clinical experience
- + Includes embedded Suddenlink SETC certification course
- £ Requires event participation outside of regular school day
- ψ Includes or prepares for other industry recognized certifications

All PCTC programs provide some **FREE college credit** through articulation agreements with local colleges and/or the WV EDGE initiatives. Because of this, many elements within each course are based on collegiate level reading materials or other academic skills of postsecondary quality.

# Recommended Prerequisites

## Math for All Trades

Carpenters, welders, healthcare workers, plumbers, masons, chefs, vehicle technicians, IT professionals, electricians, draftsmen, designers, and HVAC technicians must have a functional understanding of general math, fractions, decimals, measurement, measurement tools, area measure, and volume measure.

Specifically:

- Whole Number: addition, subtraction, multiplication and division
- Fractions: defining, adding, subtracting, multiplying and dividing
- Decimals: adding and subtracting, multiplying and dividing, converting to fractions
- Percentages: calculating, adding, dividing, converting

Memorization of multiplication tables and the ability to do general “mental math” is essential.

## Nursing & Dental Vaccines

Students working in the health fields are required to obtain a Hepatitis B vaccination\*, and a follow-up titer test. The Hepatitis B vaccination is a series of three (3) shots. Students must also have a flu shot prior to working with patients in the dental or health clinical settings. FamilyCare will be available to provide these vaccines for students if necessary.

\*WV Code §16-3-4 requires this vaccination for K-12 enrollment as of 2013, so students should already have it. A HepB titer test and a flu shot is still required prior to starting a nursing or dental clinical.

## Graphic Design & Drafting

Spatial awareness is necessary when designing blueprints, and other visual communications. Students interested in these programs should also have a good command of language, reading comprehension, and written/verbal communication.

## Health Informatics

Through a partnership with Mountwest Community & Technical College, PCTC is now offering a program for individuals interested in the digital aspects of healthcare. Students interested in this field should have basic technological literacy and strong organizational skills.