

Work Experience Tracking Sheet

Student: _____

WEX 12A / WEX 12B

Job Placement: _____

Paid / Unpaid

Career Facilitator: _____

Item	Date	Initials	
		Student	Facilitator
Cover Letter and Resume			
My Blue Print			
Program Agreement Form - <u>Signatures</u> (unpaid WEX only)			
WEX 12A Application Form			
Log Book: Assigned			
Reviewed with Student			
Signatures (Training Plan, Parent/Guardian Consent, and Confidentiality)			
Safety Checklist and Questionnaire (+ <u>signature</u>)			
Assignments 1, 2 & 3			
Daily Log			
Employer Evaluation (+ <u>signatures</u>)			
Student Evaluation			
Work Experience Summary			
Note Sheets – Site Visits and Check-Ins			
Course Completion – Entered in CIMS			
WEX 12B Application Form			
Note Sheets – Site Visits and Check-Ins			
Course Completion – Entered in CIMS			