Dear Student, Parent/Guardian, Work Site Supervisor and School Guidance Counselor/NCVPS e-Learning Advisor:

NCVPS is excited to offer CTE Internship courses to North Carolina students. Our CTE Internship course requires students to have a job internship placement already set up to use as evidence of mastery of skills presented in the course content. NCVPS is **not** responsible for finding a job internship placement for students. NCVPS wants to make parents/guardians aware of this requirement and requests written permission (forms) for their child to have an internship placement. These Permission Forms for the NCVPS CTE Internship Online Course are linked below. Parents/Guardians are giving permission for their child to be enrolled in the applicable NCVPS course and work at the internship placement. As a condition of enrollment, the parents grant permission for their student to be employed with a job internship to show mastery of CTE Internship skills.

NCDPI Course Description: A CTE Internship allows for additional development of career and technical competencies within a general career field. Internships allow students to observe and participate in daily operations, develop direct contact with job personnel, ask questions about particular careers, and perform certain job tasks. This activity is exploratory and allows the student to get hands-on experience in a number of related activities. The teacher, student, and the business community jointly plan the organization, implementation, and evaluation of an internship, regardless of whether it is an unpaid or paid internship.

For more information about these courses, visit the **NCVPS Web site (**http://www.ncvps.org) under Courses - Catalogs. If you have additional questions, you may contact your child's **Guidance Counselor**, **NCVPS e-Learning Advisor** at your child's school, or **NCVPS** at (984) 239-6340.

Forms that will need to be uploaded to the course once a student has access to the Canvas course include the following.

- CTE Internship Application (Signed by Student, Parent/Guardian, Work Site Supervisor, and School Guidance Counselor/NCVPS e-Learning Advisor)
- CTE Internship Liability Release (Signed by Parent/Guardian)
- CTE Intern Contract (Signed by Student)
- CTE Internship Training Agreement (Signed by Student, Parent/Guardian, Internship Site Supervisor, and School Guidance Counselor/NCVPS e-Learning Advisor)

- CTE Internship Transportation Agreement (Signed by Student and Parent/Guardian)
- CTE Internship Supervisor Contact Form (Signed by Internship Site Supervisor)