Bergen County Technical Schools
Adult & Continuing Education
Full-Time Day Program
Work Based Activity

Lisa Joy Alessandrino
WBA Coordinator
201-343-6000 Ext: 5503
lisale@bergen.org
WBA Overview

Students who are approaching 75% of their required hours or seat time may be eligible to participate in WBAs **up to 4 days** a week for paid/unpaid internships (please see attached attendance/WBA policy).

Importance of WBA Internship Program

Benefits for Employer sponsorship in WBA Internship Program

- An inexpensive recruiting tool and an opportunity to train future employees.
- The opportunity to evaluate prospective employees while they are working for the business can reduce significant costs in finding new talent.
- Interns can be another source for the recruitment of diverse employees into your workforce.
- An internship program can supply an easily accessible source of highly motivated pre-trades individuals.

Benefits for student involvement in WBA internship

- Student will put practical skills learned in course of study to work.
- Student will have the opportunity to learn by trial and error in the field under a Master Trades Person.
- Will increase confidence and professionalism, which will lend itself to a seamless transition into full time employment.

Time Sheets

1. Time sheets MUST be handed in to the WBA Coordinator on the one day you are back in school (Friday or Monday).
2. Time sheets MUST have employer’s signature for each day/time you work/intern. **NO signature, NO credit for hours.**

Interns follow School Calendar

Students participating in the WBA experience are **ONLY** required to attend 6 hours per day & follow the M-F school calendar until they complete training program. It will be at the student’s discretion to stay on worksite beyond those hours and days (i.e. weekends and holidays). Extra hours will be acknowledged on “WBA Participation Certificate” upon program completion.

Evaluations

Employers will be asked to take final survey upon completion of WBA Internship program. This feedback is invaluable to ensuring a high quality program outcome.
**Legal Issues**

**Insurance Statement:** The Bergen County Technical Schools (BCTS) Adult & Continuing Education Full-Time Day Program is the holder of an accident insurance policy for student coverage at WBAs. The policy provides secondary coverage for excess medical benefits beyond the student’s primary (personal) health insurance.

BCTS, Adult & Continuing Education makes no assurances or representations regarding the applicability to interns of the participating employer’s worker’s compensation and liability insurance coverages, and recommends that any questions regarding such coverage be referred to the employer’s insurance representative.

*To request a copy of supplemental policy, please email the request to: Lisa Joy Alessandrino, WBA Coordinator at lisale@bergen.org or call 201-343-6000 Ext: 5503.*

**Scheduling Site Visit**

To schedule a site visit with Dr James Karpowich, Lead Teacher, CEC. Please call or email him at X 8985 / jamkar@bergen.org within the first two weeks of internship.

**Financial support is available to hire our interns!**

**DOL : Many Paths, One Future Grant**

Please be advised that in order to conduct business (i.e. receive payments) with the State of New Jersey, you must electronically register your W-9 using the following link: [https://www.njstart.gov/bso/](https://www.njstart.gov/bso/). Once you have completed the process, the W-9 will show in our system by the next business day.

If you have any questions, please feel free to reach out to the NJSTART help desk at (609) 341-3500.

**Please note that without completing this process, your Internship Incentive Program applications cannot be processed.**

*If you have questions or concerns during the WBA internship program. Please contact WBA Coordinator, Ms. Lisa Joy Alessandrino, 201-343-6000 Ext:5503 or email: lisale@begen.org*

**Thank you again for participating,**

*BCTS, Career Services Adult Education*