



# Career & Technical Education

## Review of Internship & OJT for FTE Week Audit Compliance

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# Auditable Records:

- Internship or OJT auditable records are:
  - Time Card
  - Training Agreement
  - Training Plan
  - Report Card
- The Internship or OJT record that is MOST OFTEN reviewed:
  - **TIME CARD**
- Why?
  - The timecard is the attendance roster for the Internship or OJT course. As such, it is easy to spot inconsistencies in work hours.

# Time Card:

- What is the auditor looking for?
  - *Is there a time card for each month that school is in session?*
  - *Is the time card SIGNED by all parties?*
  - *Do the reported work hours “match” actual work hours for FTE week?*

# Reported vs. Actual Hours:

- Reported work hours are calculated based on the number of student Internship or OJT credits.
- The time card must show a minimum of the reported work hours below:

For 1 Internship or OJT credit (150 instructional hours) =  
**150 hours/36 weeks = \*4.166 reported hours per week**

For 2 OJT credits (300 instructional hours) =  
**300 hours/36 weeks = \*8.333 reported hours per week**

For 3 OJT CREDITS (450 instructional hours) =  
**450 hours/36 weeks = \*12.5 reported hours per week**

***\*minimum***

# Credit Policy Review:

- Actual work hours are determined by reviewing the timecard.
- Built extra hours into the District Internship/OJT policy for this purpose.

## **VOLUSIA Internship/OJT WORK HOURS & CREDIT POLICY**

OJT Credit(s)	Work Hours Required <u>Weekly</u> (for 36 weeks)	OJT Release Period(s)
1	10 hours	7 <sup>th</sup> Period
2	15 hours	6 <sup>th</sup> and 7 <sup>th</sup> Periods
3	20 hours	5 <sup>th</sup> , 6 <sup>th</sup> , and 7 <sup>th</sup> Periods

# FTE Work Week:

- The FTE work week is determined as follows:
  - The seven days ending on Friday, date certain for the survey.
  - The FTE work week for the October 12 – October 16, 2015 began Saturday, October 10, 2015 and extends through Friday, October 16, 2015.

## 2015-2016 Survey Dates

- Survey 1** July 6-10, 2015
- Survey 2** October 12-16, 2015
- Survey 3** February 8-12, 2016
- Survey 4** June 13-17, 2016

## October 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10 OJT Work Week
11	12	13	14 FTE Week	15	16	17 OJT Work Week
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Cooperative Education OJT  
TIME CARD**

Month October 2015

School New Smyrna Beach High School

Student John Smith (1 Credit)

Employer Publix

Employment  
Supervisor Mr. Edward Rider

Job Title Cashier

Hourly Rate \$8.05 Total Wages \$265.65

Date	Day	Arrived	Left	Paid Hours
1	Thurs	2	4	2
2	Fri	3	5	2
3	Sat	4	6	2
4	Sun			
5	Mon			
6	Tues	4	8	4
7	Wed			
8	Thurs			
9	Fri			
10	Sat	4	7	3
11	Sun	9	10	1
12	Mon			
13	Tues			
14	Wed	4	6	2
15	Thurs			
16	Fri			
17	Sat			
18	Sun	3	6	5
19	Mon			
20	Tues			
21	Wed	2	4	2
22	Thurs			
23	Fri			
24	Sat	8	11	3
25	Sun	7	11	4
26	Mon			
27	Tues			
28	Wed			
29	Thurs			
30	Fri			
31	Sat	3	6	3

Monthly Total

**33**  
Paid Hours

John Smith  
Student Signature

10/31/2015  
Date

Mr. Edward Rider  
Employer Signature

10/31/2015  
Date

7	Wed			
8	Thurs			
9	Fri			
10	Sat	4	7	3
11	Sun	9	10	1
12	Mon			
13	Tues			
14	Wed	4	6	2
15	Thurs			
16	Fri			
17	Sat			
18	Sun	3	6	5
19	Mon			
20	Tues			

# What is Non-Compliance?

- **Students you know will not meet FTE Internship or OJT audit requirements during survey 2 and survey 3 weeks due to:**
  - **No job**
  - **Excessive absences**
  - **Lack of work hours**
  - **Illness**
  - **Incomplete/missing paperwork**
  - **Other...**



# For Non-Compliance: BEFORE Survey 2 and 3 Weeks

- **REMOVE** the student from the Internship or OJT course for FTE audit non-compliance.

**OR**

- **Flag the course in the data system immediately before the FTE survey week with “N” for “Elig. Survey”.**
  - **A “flagged” course will not be uploaded to the state FEFP system; HOWEVER the school will also NOT earn FTE funding for the student during this survey period!**

# Questions

## Questions CTE/OJT Program:

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