



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 th Period |
| 2 | 15 hours | 6 th and 7 th Periods |
| 3 | 20 hours | 5 th , 6 th , and 7 th 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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