GUIDANCE MANUAL FOR COMPLETING THE INCIDENT REPORTING FORM

for

Career and Technical Education Programs

Cooperative Education Experiences

Structured Learning Experiences

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*The New Jersey Safe Schools Program is administered through the University of Medicine and Dentistry of New Jersey (UMDNJ) - School of Public Health, Center for School and Community-Based Research and Education, which are sponsored by UMDNJ in cooperation with Rutgers, the State University of New Jersey, and New Jersey Institute of Technology.
INTRODUCTION

The New Jersey Department of Education requires school districts (districts) and schools report accidents and injuries involving students and teachers participating in career and technical education programs, cooperative education experiences, and structured learning experiences.

This Guidance Manual for Completing the Incident Reporting Form for Career and Technical Education Programs, Cooperative Education Experiences, and Structured Learning Experiences (Guidance Manual) was developed to assist those individuals responsible for completing the required form supplied by the New Jersey Department of Education (NJDOE) titled, “Incident Reporting Form for Career and Technical Education Programs, Cooperative Education Experiences, and Structured Learning Experiences” (Incident Reporting Form). A copy of the current online version of the Incident Reporting Form is attached as Appendix A.

What incidents must be reported?

A “reportable incident” means any injury or illness resulting from participation in a career and technical education program or a cooperative education experience or structured learning experience training site, including travel to or from the off-premises site, and which also requires treatment by a licensed physician, physician’s assistant, or advanced practice nurse (see Figure 1). Reportable incidents may include school staff, students, and others involved in the incident. Note: Districts and schools do not report on incidents involving employees of a host site of a cooperative education experience or structured learning experience.

Figure 1: Reporting Decision Logic

- Is the incident associated with a career and technical education program, cooperative education experience, or structured learning experience? If yes, continue downwards. If no, continue to the right.
- Was treatment provided by a licensed physician, physician’s assistant, or advance practice nurse? If yes, continue downwards. If no, continue to the right.
- Complete and submit the Incident Reporting Form.

Do not complete the Incident Reporting Form
**Note:** Incidents that occur in school parking lots, play grounds, hallways, or other areas not related to career and technical education programs, cooperative education experiences, or structured learning experiences are not be reported via the Incident Reporting Form discussed in this manual.

**Who must report incidents?**

Every school, private or public, subject to the requirements of the NJDOE, Office of Career and Technical Education, are required to submit Incident Reporting Forms for incidents classified as reportable. This includes public school districts, charter schools, private schools for the disabled, the NJ School for the Deaf, and public agencies providing educational services to minors.

**Where do I obtain the Incident Reporting Form?**

The Incident Reporting Form is available online on the NJDOE Office of Career and Technical Education’s Website (http://www.state.nj.us/education/cte/) and the New Jersey Safe Schools website (http://www.njsafeschools.org/).

To obtain access to the online incident reporting form via the New Jersey Safe Schools website:

1. Type or copy/paste http://www.njsafeschools.org into your browser.
2. Once on the New Jersey Safe Schools homepage, click on the “Incident Reporting” link. When the website refreshes, click on the “Incident Reporting Form for Career and Technical Education Programs, Cooperative Education Experiences, and Structured Learning Experiences” online link. You will be brought to the online Incident Reporting Form. The form may be completed as an online survey. *A copy of the completed form is required to be retained in the district’s (school’s) files. Once completed, print the online form using the print option button at the end of the survey prior to submitting the form. NOTE: If you cannot complete the form online, then please use the hard copy form, which is also available on this website (same content, formatted differently). Please print out and complete the form, retain a photocopy for district (school) files, and send original copy to 335 George Street, Suite 2200 Liberty Plaza, New Brunswick, NJ 08903.
3. A link to this Guidance Manual is also available on this webpage.

To obtain access to the online incident reporting form via the New Jersey Department of Education, Office of Career and Technical Education website:

1. Type or paste http://www.state.nj.us/education/cte into your browser.
3. Once on the “Career and Technical Education (CTE) Toolbox” page, you will find a list of resources in alphabetical order. Click on the link titled, “Incident Reporting Form for Career and Technical Education Programs, Cooperative Education Experiences, and Structured Learning Experiences.” You will be brought to the online reporting form webpage.
4. A link to this Guidance Manual is also available on the website. *A copy of the completed form is required to be retained in the district’s files. Once completed, print the online form using the print option button at the end of the survey prior to submitting the form.*
Whom do I contact if I have questions or comments?

You may contact New Jersey Safe Schools Program staff if you have any questions, comments, or recommendations:

New Jersey Safe Schools Program  
335 George Street, Suite 2200 Liberty Plaza  
New Brunswick, NJ 08903  
Telephone: (732) 235-4988  
Fax: (732) 235-4960  
Email: cscbre@umdnj.edu

How quickly must an Incident Reporting Form be submitted after an incident?

The reportable incident must be reported within five (5) working days of the occurrence or within five (5) working days of when the injury or illness was first identified.

Who should complete the Incident Reporting Form?

The Incident Reporting Form should be completed by the supervising teacher of the affected student. If the supervising teacher is the affected person and is unable to complete the form, then the district’s Safety and Health Designee will complete the form. The completed form must then be signed by the supervising teacher, district’s (school’s) Safety and Health Designee, and building principal.

Why does the New Jersey Department of Education want incidents to be reported?

The NJDOE, Office of Career and Technical Education, compiles information, minus student identifiers, from the submitted Incident Reporting Forms to identify significant safety and health risks and trends impacting students and teachers participating in, teaching, or coordinating career and technical education programs, cooperative education experiences, and structured learning experiences. In addition, safety and health experts from the New Jersey Safe Schools Program analyze the reported incidents and reported corrective action plans described in the completed Incident Reporting Form to assess if the corrective action plan has been completed and addresses the cause of the incident. Where significant risks are identified, districts and schools are informed of the risks so preventive action can be initiated. Training and resources are provided to districts via the NJ Safe Schools Program to reduce or eliminate the risks (exposure/hazard).

Annual incident report data are included in the safety and health training the career and technical education alternate route teachers receive as part of their provisional teacher preparation program. Teachers preparing to supervise cooperative education experiences and structured learning experiences also receive this training.
How do I complete the Incident Reporting Form?

Appendix B describes each field on the Incident Reporting Form in more detail to provide assistance in completing the form. In addition, Appendix C provides definitions of important terms used on the Incident Report Form. Please use only one Incident Reporting Form per person and please complete each section. It is not necessary to submit other information, such as insurance forms and details of health care/treatment provided, with the Incident Reporting Form.

What are the most common mistakes people make in completing the Incident Reporting Form?

- Not checking the box for “Injured Person Sent to Doctor or Hospital.” One or the other must be checked for the incident to be reportable;
- Not checking the appropriate box for the “Career Cluster.” The Career Cluster refers to the area of career and technical education program, cooperative education experience, or structured learning experience related to the incident. Career clusters are described in the Glossary found in the Appendix C;
- Checking the “Career Cluster” box for “Education and Training Services” because the incident occurred at a school site rather than a work site. The career cluster selected must be related to the occupational area of the career and technical education program, cooperative education experience, or structured learning experience placement, not the site where the incident took place;
- Not checking the box for “Degree of Injury at Time of Awareness”;
- Not filling in the “Date” and “Time” of the incident;
- Not providing a narrative or providing a narrative that is insufficient to determine what occurred;
- Leaving the “Corrective Action” area blank or writing “not applicable.” Corrective action on part of the district is mandatory for reportable incidents; and,
- Not obtaining all of the information needed to complete the Incident Reporting Form.

Am I required to report an incident anywhere else?

Additional reporting requirements may also apply to a district or school. If the individual involved in a reportable incident is an adult employee of a district/school, then the district/school must, in addition to a NJDOE-required Incident Reporting Form, complete the NJOSH 300 log available at this website: http://lwd.state.nj.us/labor/forms_pdfs/lsse/NJOSH300.pdf.

The New Jersey Department of Health and Senior Services (NJDHSS) requires the reporting of work-related injuries in children under 18 that are treated by a physician or advanced practice nurse, in addition to the NJDOE-required Incident Reporting Form. This would include students enrolled in any cooperative education experiences or structured learning experience. Physicians, nurses, and laboratories are responsible for making these reports using the forms at http://www.state.nj.us/health/ohs/rptrequirement.shtml. In addition, the district or school may be required to complete insurance related forms and other internal reporting requirements.
Am I required to do anything in addition to reporting an incident?

Regardless of the nature and severity of the reportable incident, in addition to completing the Incident Reporting Form, the incident must be investigated by the district (school) and a corrective action plan put into place to prevent future incidents. This corrective action plan must be included in the Incident Reporting Form. There is a special section in the form to include a district’s (school’s) corrective action plan. Incident Reporting Forms submitted without the required corrective action plan will be returned to the district (school) for completion.

Checklists to assist districts to conduct a safety and health analysis of career and technical education classrooms, shops, and labs may be found in the “Safe Schools: A Health & Safety Check” Manual (Safe Schools Manual) that may be downloaded from the New Jersey Safe Schools website and the Office of Career and Technical Education website. The Safe Schools Manual includes general safety checklists as well as many occupation-specific checklists.

To access the online Safe Schools Manual via the New Jersey Safe Schools website:

1. Type or copy/paste http://www.njsafeschools.org into your browser.
2. Once on the New Jersey Safe Schools homepage, click on the “Manual” link.
3. You will be brought to the online Safe Schools Manual. Each section and checklist of the manual may be downloaded as a PDF file.

To obtain access to the online Safe Schools Manual via the New Jersey Department of Education, Office of Career and Technical Education’s Website:

1. Type or copy/paste http://www.state.nj.us/education/cte into your browser.
3. Once on the “Career and Technical Education (CTE) Toolbox” page, you will find a list of resources in alphabetical order. Click on the link titled, “Safe Schools Manual.” You will be brought to the manual posted on the New Jersey Safe Schools Program website.
APPENDIX A

Incident Reporting Form for Career and Technical Education Programs, Cooperative Education Experiences, and Structured Learning Experiences
*Starred fields are required to be completed.

IA. Demographic Information

*1) County (FIPS Code)
Counties (with FIPS code) listed in a drop box

2) County Vocational School District
County vocational school districts listed in a drop box

3) School District (If you are from a county vocational school district, per response to question #2, please skip to question #4.)

*4) School Name

IB. Incident Information

*5) Gender of injured person
☐ Male ☐ Female

6) Race of person injured?
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White
☐ Other (please specify)

7) Ethnicity of injured person?
☐ Hispanic or Latino
☐ Not Hispanic or Latino

(8) Injured person was a:
☐ Student ☐ Staff ☐ Other (please specify)

Other:
9) Where incident took place
☐ At school ☐ At Coop/SLE site ☐ Travel to/from Coop/SLE site

10) Did incident occur off school property?
☐ Yes ☐ No

11) Type of business/agency where injury occurred (if applicable)

*12) Student cooperative education experience/structured learning experience job title

*13) Injured person sent to
☐ Doctor’s Office ☐ Hospital

14) Grade of injured person
☐ K-6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ Adult

15) Age of injured person

16) Actual number of hours in school on day of injury
☐ 0 (N/A) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

17) Actual number of hours at job site on day of injury
☐ 0 (N/A) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

II. Type of Career and Technical Education Program/Cooperative Education Experience/Structured Learning Experience

18) Career cluster
Career clusters listed in a drop box

19) Cooperative Education Experience/Structured Learning Experience SLEs listed in a drop box, including other
Other:

20) Did incident involve a student with an Individualized Education Program (IEP)?
☐ Yes ☐ No
III. Description of Injury

21) Part of body injured
☐ Abdomen ☐ Ankle ☐ Arm ☐ Back ☐ Buttocks ☐ Chest ☐ Collarbone ☐ Ear ☐ Elbow ☐ Foot ☐ Hand ☐ Head ☐ Knee ☐ Leg ☐ Lungs ☐ Mouth ☐ Neck ☐ Nose ☐ Ribs ☐ Scalp ☐ Stomach ☐ Teeth ☐ Throat ☐ Urinary/Genital ☐ Wrist ☐ Other (please specify)

22) Apparent nature of injury
☐ Abrasion ☐ Amputation ☐ Asphyxiation ☐ Bite ☐ Bruise/Bump ☐ Burn ☐ Concussion ☐ Cut/Laceration ☐ Dislocation ☐ Fracture ☐ Poisoning ☐ Puncture ☐ Scalding ☐ Scratch ☐ Shock ☐ Splinter ☐ Sprain ☐ Sting ☐ Other (please specify)

23) Cause of injury
☐ Caught In, Under, or Between ☐ Contact with Caustic, Toxic, or Noxious Substance ☐ Contact with Electric Current ☐ Contact with Temperature Extremes ☐ Fall from Elevation ☐ Fall from Same Level ☐ Horseplay ☐ Inhaled Toxic or Noxious Substance ☐ Overexertion ☐ Repetitive Motion ☐ Rubbed or Abraded ☐ Struck against ☐ Struck by ☐ Other (please specify)

*24) Degree of injury at time of awareness
☐ Non-disabling ☐ Temporary Disability ☐ Permanent Disability ☐ Death

*25) Was Personal Protective Equipment worn at the time of the incident?
☐ Yes ☐ No

*26) What type of Personal Protective Equipment was worn?

IV. Date and Time of Incident

*27) Date of incident (MM/DD/YYYY)

*28) Time of incident (HH:MM AM/PM)
V. Narrative

*29) Briefly describe the incident, including surrounding conditions, actions, tools and equipment involved

VI. Corrective Action Taken

*30) Describe what measures have been taken to correct the conditions leading to the incident. It is assumed that every incident can be prevented. Not applicable (N/A) or blank is not an acceptable response. Possible corrective actions include providing education, repairing faulty equipment, using proper personal protective equipment, securing the environment, etc.

VII. Report Completed By

*31) Name of person completing this report

*32) Title of person completing this report

*33) Date of report submission (MM/DD/YYYY)

VIII. Incident Report Identifying Information

*1) Last Name of Injured Person

*2) First Name of Injured Person
APPENDIX B

Instructions for Completing the Incident Reporting Form

Field Descriptions for the Incident Reporting Form for Career and Technical Education Programs, Cooperative Education Experiences, and Structured Learning Experiences.

### School District Information

<table>
<thead>
<tr>
<th>Form Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td>Name of County</td>
</tr>
<tr>
<td>County Vocational School</td>
<td>County Vocational School District</td>
</tr>
<tr>
<td>District</td>
<td></td>
</tr>
<tr>
<td>School District</td>
<td>School District Name</td>
</tr>
<tr>
<td>School Name</td>
<td></td>
</tr>
</tbody>
</table>

### I. Incident Information

<table>
<thead>
<tr>
<th>Form Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Check off the gender of person involved in the reportable incident.</td>
</tr>
<tr>
<td>B.</td>
<td>Check off the race of person involved in the reportable incident.</td>
</tr>
<tr>
<td>C.</td>
<td>Check off one of the two options.</td>
</tr>
<tr>
<td>D.</td>
<td>Check off if the person involved was student, staff, or other. If other, describe who the individual is and why they were at the career and technical education program, cooperative education experience, or structured learning experience site.</td>
</tr>
<tr>
<td>E.</td>
<td>Answer if the reportable incident occurred off school property: Yes or No</td>
</tr>
<tr>
<td>F.</td>
<td>Check the appropriate box the location where person was involved in the reportable incident: At School (as part of a career and technical education program); At a Coop/SLE Site (paid or unpaid); or during Travel to/from Coop/SLE Site.</td>
</tr>
<tr>
<td>G.</td>
<td>If the reportable incident occurred at a cooperative education experience or structured learning experience site and involved a student or a teacher, identify the type of business, i.e., retail, office, manufacturing, construction, culinary, etc.</td>
</tr>
<tr>
<td>H.</td>
<td>Identify the student’s cooperative education experience or structured learning experience job title.</td>
</tr>
<tr>
<td>I.</td>
<td>Check the appropriate box where the person involved in the reportable incident was examined and treated: Doctor’s Office or Hospital.</td>
</tr>
<tr>
<td>J.</td>
<td>Identify the grade level or adult status of the person involved in the reportable incident of person injured: K-6, 7, 8, 9, 10, 11, 12 or Adult.</td>
</tr>
<tr>
<td>K.</td>
<td>Identify the numeric age of person involved in the reportable incident.</td>
</tr>
<tr>
<td>L.</td>
<td>If the reportable incident occurred off school property and involved a student,</td>
</tr>
</tbody>
</table>
## I. Incident Information

<table>
<thead>
<tr>
<th>Form Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>identify the number of hours the student spent at school on the day of the reportable incident.</td>
</tr>
<tr>
<td>M.</td>
<td>If the reportable incident occurred at a cooperative education experience or structured learning experience site and involved a student, identify the number of hours the student was at the site when the reportable incident occurred.</td>
</tr>
</tbody>
</table>

## II. Type of Career and Technical Education Program, Cooperative Education Experience or Structured Learning Experience

<table>
<thead>
<tr>
<th>Form Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Check the career cluster associated with the reportable incident. If the reportable incident occurred in a career and technical education program, the career cluster of that program is already identified on the Department of Education’s website. A list of the district’s approved career and technical education programs with their accompanying CIP code numbers can be found here: <a href="http://www.nj.gov/education/cte/pubvoc.htm">http://www.nj.gov/education/cte/pubvoc.htm</a>. If the reportable incident occurred as part of a cooperative education experience or a structured learning experience, the Career Cluster associated with the cooperative education experience may be identified on the student’s training plan. If the training plan document does not identify the career cluster, the district can identify the most appropriate career cluster based upon the student’s job title or learning activities identified in the student’s training plan. Align the student’s job title or learning activities with the most appropriate career cluster description. A list of career clusters, their descriptions, and examples of occupations that fall under the career cluster may be found in Appendix C. Look under the term “Career Clusters.” Note: Only check the Education &amp; Training Services Career Cluster if the career and technical education program, cooperative education experience, or structured learning experienced in which the student is enrolled or the teacher is supervising is associated with this career cluster.</td>
</tr>
<tr>
<td>B.</td>
<td>If the reportable incident occurred as part of a cooperative education experience or structured learning experience, identify the nature of the experience by selecting one (For the online versions use the dropdown list). Descriptions of different cooperative education experiences and structured learning experiences may be found in Appendix C.</td>
</tr>
<tr>
<td>C.</td>
<td>Indicate if reportable incident involved a student with an Individualized Education Program (IEP) by checking Yes or No.</td>
</tr>
</tbody>
</table>
### III. Description of Injury or Illness

<table>
<thead>
<tr>
<th>Form Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Identify the parts of the body that were involved in injury or illness; mark as many as apply.</td>
</tr>
<tr>
<td>B.</td>
<td>Identify the nature of injury or illness; mark as many as apply.</td>
</tr>
<tr>
<td>C.</td>
<td>Identify the cause of injury or illness; mark as many as apply.</td>
</tr>
<tr>
<td>D.</td>
<td>Indicate the degree of severity of the injury or illness by marking one area only. Definitions of these terms may be found in Appendix C.</td>
</tr>
<tr>
<td>E.</td>
<td>Indicate if the person involved in the reportable incident was using personal protective equipment at time of the incident: Yes or No; If yes, describe the personal protective equipment used.</td>
</tr>
</tbody>
</table>

### IV. Date and Time of Incident

<table>
<thead>
<tr>
<th>Form Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Fill in the date when the reportable incident occurred, using the following format (MM/DD/YYYY)</td>
</tr>
<tr>
<td>Time</td>
<td>Fill in the time when reportable incident occurred, using the following format (HH:MM AM/PM)</td>
</tr>
</tbody>
</table>

### V. Narrative

Describe the incident, including surrounding conditions, actions, and the tools and equipment involved. Sufficient detail should be provided to give a clear picture of what happened.

### VI. Corrective Action Taken

Describe what measures have been taken to correct the conditions leading to the incident. It is assumed that every incident can be prevented. Every incident should be investigated and the root cause of the incident identified and corrected. The root cause is the one single event that caused the incident and should have been prevented. Not applicable (N/A) or blank is not an acceptable response. Possible corrective actions include providing education, repairing faulty equipment, using proper personal protective equipment, securing the environment, etc.

### VII. Report Completed By

Fill in the name and titles of the required personnel, along with the date of submission.

### VIII. Incident Report Identifying Information

Fill in the name of person involved in the reportable incident. This information is not used by NJ Safe Schools or NJ DOE. This information is for your records to keep track of who was injured.
APPENDIX C

Glossary

**Apprenticeship Training** *(N.J.A.C. 6A:19-4.2 Definitions)* means a paid structured learning experience in which students who are enrolled in an approved program are placed into an employer-sponsored training program to learn a skilled trade or technical occupation that is clearly identified and commonly recognized throughout an industry, and that is customarily learned in a practical way through a structured, systematic program of on-the-job supervised training. Apprenticeship training involves manual, mechanical, or technical skills and knowledge and requires related theoretical instruction to supplement the on-the-job training. Apprentice training programs are registered with the New Jersey Department of Labor and Workforce Development and the U.S. Department of Labor, Bureau of Apprenticeship and Training, in compliance with 29 CFR §§29.29 and 29.30.

**Career and Technical Education** *(N.J.A.C. 6A:19-1.2 Definitions)* means organized educational activities that: offer a sequence of courses (which may include structured learning experiences) providing students with the rigorous academic and technical knowledge and skills required to prepare for postsecondary education or training and for careers in emerging and established professions; and that may lead to technical skill proficiency, a credential, a certificate, or a degree; and that include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurships.

**Career Cluster** *(N.J.A.C. 6A:19-1.2 Definitions)* means one of the broad grouping of related career and technical education programs recognized nationally and by the New Jersey Department of Education. Below are the 16 career clusters recognized by the Department of Education along with their descriptions and sample occupations that fall within the cluster:

1. **Agriculture & Natural Resources Career Cluster**: The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources. The following is a partial list of occupations that fall under this cluster: agriculture/farming; agricultural mechanic; agricultural technologist; animal husbandry; crop production; environmental technology; food production; food processing and technology; greenhouse management; landscaping; natural resource occupations; nursery management; turf management; and, veterinary technician.

2. **Architecture & Construction Career Cluster**: Careers in designing, planning, managing, building and maintaining the built environment. The following is a partial list of occupations that fall under this cluster: air conditioning and refrigeration; brick & stone masonry/tile setting; building maintenance; carpentry; construction technology; construction site supervisor; drafting and design technology; electrical trades; heating, ventilation, air conditioning and refrigeration; plumbing and pipefitting; and, sheet metal work.
3. **Arts, A/V Technology & Communications Career Cluster**: Designing, producing, exhibiting, performing, writing, and publishing multimedia content, including visual and performing arts and design, journalism, and entertainment services. The following is a partial list of occupations that fall under this cluster: art, A/V technology & communications; graphic communications; acting; dance; technical theatre; directing; commercial & advertising art; commercial photography; cinematography & film/video production; communications technology; TV production; printing; and, visual & performing arts.

4. **Business & Administrative Services Career Cluster**: Careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business management and administration career opportunities are available in every sector of the economy. The following is a partial list of occupations that fall under this cluster: business administration and management; accounting technology/technician & bookkeeping; administrative assistant; general office occupations & clerical services; management information systems; business technology; and, entrepreneurship.

5. **Education and Training Services Career Cluster**: Planning, managing and providing education and training services and related learning support services. The following is a partial list of occupations that fall under this cluster: teacher; school administrator; education support specialist; literacy specialist; adult basic skills teacher; college professor; adult educator; and, occupational training specialist.

6. **Financial Services Career Cluster**: Planning, services for financial and investment planning, banking, insurance, and business financial management. The following is a partial list of occupations that fall under this cluster: banker; teller; new accounts clerk; investment underwriter; insurance agent; auditor; financial planner; financial manager; financial quantitative analyst; treasurer and controller credit analyst; loan and credit counselor; and, appraiser.

7. **Government & Public Administration Career Cluster**: Planning and executing government functions at the local, state and federal levels, including governance, national security, foreign service, planning, revenue and taxation, and regulations. The following is a partial list of occupations that fall under this cluster: elected official; political scientist; documents clerk; city planner; air traffic controller; armed servicemen and women; labor relations specialist; librarian; museum conservator; and, legislative analyst.

8. **Health Services Career Cluster**: Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development. The following is a partial list of occupations that fall under this cluster: certified nurse aid; dental assistant; emergency medical technician; medical assistant; medical laboratory techniciain; ophthalmic medical assistant; nursing assistant; phlebotomist/ venipuncture technician; practical nurse; surgical technologist; and, home health aide/home attendant.
9. **Hospitality & Tourism Career Cluster**: Preparing individuals for employment in career pathways that relate to families and human needs such as restaurant and food/beverage services, lodging, travel and tourism, recreation, amusement and attractions. The following is a partial list of occupations that fall under this cluster: *baker; chef; cook/food prep worker; food service manager; concierge; lodging manager; bartender; food server; hotel desk clerk; event planner; travel agent; tour guide; sports official; recreation worker; and, property manager.*

10. **Human Services Career Cluster**: Preparing individuals for employment in career pathways that relate to families and human needs such as counseling and mental health services, family and community services, personal care, and consumer services. The following is a partial list of occupations that fall under this cluster: *cosmetologist, barber, day care worker, sociologist, social worker, human resource specialist; customer service representative; psychologist; counselor; housekeeper; laundry and dry cleaning worker; childcare worker; home health care aide; custodian; and, nanny.*

11. **Information Technology Services Career Cluster**: Building linkages in IT occupations for entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia and systems integration services. The following is a partial list of occupations that fall under this cluster: *digital communications & media/multimedia specialist; prepress/desktop publisher & digital imaging designer; computer programming/programmer; web page developer; digital/multimedia & information resources designer; computer systems networking & telecommunications technician; and, telecommunications technology/technician.*

12. **Law, Public Safety, Corrections & Security Career Cluster**: Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services. The following is a partial list of occupations that fall under this cluster: *fire fighter; police officer; sheriff; corrections officer; attorney; bailiff; judge, and, security & protective services.*

13. **Manufacturing Career Cluster**: Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering. The following is a partial list of occupations that fall under this cluster: *apparel and textile production; assembly machine operator; computer integrated manufacturing systems technologist; electronics trades; machinist; maintenance mechanic; office machine repairer; stationary engineering; tool and die maker; upholsterer; and, welder.*

14. **Marketing Career Cluster**: Planning, managing, and performing marketing activities to reach organizational objectives such as brand management, professional sales, merchandising, marketing communications and market research. The following is a partial list of occupations that fall under this cluster: *retail sales agent, market research analyst; buyer and purchasing agent; advertising and promotion sales; merchandiser; public relations specialist; and, online merchandiser.*
15. **Science, Technology, Engineering & Mathematics (STEM) Career Cluster**: Planning, managing, and providing scientific research and professional and technical services, including laboratory and testing services, and research and development services. The following is a partial list of occupations that fall under this cluster: engineer technician; electrical engineer; civil engineer; construction engineer; computer hardware engineer; astronomer; biologist; chemist; geographer; mathematical technician; statistician; physicist; laboratory technician; and, forensic scientist.

16. **Transportation, Distribution & Logistics Career Cluster**: Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance. The following is a partial list of occupations that fall under this cluster: aircraft technologist; automotive technician; aviation and instrumentation specialist; collision repair technician; diesel technician; distribution & logistical technician; electronics technologist; heavy duty equipment operator; small engine technology; boat engine technician; and, heavy equipment maintenance technology/technician.

**Classification of Instructional Program (CIP Code)** *(N.J.A.C. 6A:19-1.2 Definitions)* means the taxonomic scheme that supports the accurate tracking, assessment, and reporting of fields of study and program completion activity. A complete listing of CIP codes can be found at the following website: [http://nces.ed.gov/ipeds/cipcode/](http://nces.ed.gov/ipeds/cipcode/)

**Cooperative Education Experience** *(N.J.A.C. 6A:19-4.2 Definitions)* means a paid structured learning experience in which students who are enrolled in an approved career and technical education program or program of study are placed into employment which is appropriate for the approved program, and through written cooperative arrangements between a school and employers, students receive instruction, including required academic courses and approved programs, by alternation of study in school and at the employment site.

- **Cooperative Education Experience - Non-Hazardous Occupations**: Paid cooperative education experiences in occupations considered not hazardous for minors.
- **Cooperative Education Experience - Hazardous Occupations**: Paid cooperative education experiences in occupations considered hazardous for minors, but for which an exemption has been granted under the New Jersey Child Labor Regulations as part of the cooperative education experience. A list of common hazardous occupations meeting this definition may be found in the handbook titled, *Examples of Common Hazardous Occupations that Meet the Certification Requirement for the Cooperative Education Coordinator/Hazardous Occupations Certificate*, which is posted on the Structured Learning Experience website: [http://www.state.nj.us/education/cte/sle/](http://www.state.nj.us/education/cte/sle/)

**County Code** means a two-digit numeric code assigned by the New Jersey Department of Education unique to each county in the State. A complete list of school districts along with their county codes, district codes, and school codes is available on the New Jersey Department of Education website at: [http://education.state.nj.us/directory/](http://education.state.nj.us/directory/)
Course (N.J.A.C. 6A:19-1.2 Definitions) means an organization of subject matter and related learning experiences designed to meet a career and technical education objective provided for the instruction of students as part of an approved career and technical education program.

District Code means a four-digit numeric code assigned by the New Jersey Department of Education unique to each school district in the State. A complete list of school districts along with their county codes, district codes, and school codes is available on the New Jersey Department of Education website at: http://education.state.nj.us/directory/

Incident means any injury or illness resulting from participation in a career and technical education program, cooperative education experience, or structured learning experience occurring either on school premises or off-premises, including travel to or from the off-premises site. Also see “Reportable Incident.”

Incident Reporting Form (N.J.A.C. 6A:19-6.2 Definitions) means the form provided by the New Jersey Department of Education to identify reportable incidents for submission to the Department.

Individualized Education Program (IEP) (N.J.A.C. 6A:19-1.2 Definitions) means a written plan developed at a meeting according to N.J.A.C. 6A:14-2.3(i)2.

Non-Disabling means an injury or illness that does not result in any permanent or temporary disability and the person injured or suffering an illness can continue to do all activities associated with school or work. The person can return to classes/work immediately.

Permanent Disability means an injury or illness that prevents the person who is injured or suffering an illness from continuing to do all activities associated with school or work forever. The injury or illness is not reversible and the person will never recover completely.

Personal Protective Equipment (PPE) is equipment such as gloves, hard hat, respirator, safety glasses, face shield, etc., worn by a person to protect against exposure to a safety and/or health hazard.

Reportable Incident (N.J.A.C. 6A:19-6.2 Definitions) means any injury or illness resulting from participation in a career and technical education program, occurring either on school premises or off-premises at an approved structured learning experience training site, including travel to or from the off-premises site, and which requires treatment by a licensed medical doctor.

Safety and Health Designee is the person or persons required by regulation who is appointed by the school board to implement the approved safety and health program for the school or district. The Designee may not be the chief executive or chief administrative officer.

School Code means a three-digit numeric code assigned by the New Jersey Department of Education unique to each school within a district in the State. A complete list of school districts, district codes, county codes and school codes is available on the New Jersey Department of Education Website at http://education.state.nj.us/directory/
Structured Learning Experience (SLE) *(N.J.A.C. 6A:19-4.2 Definitions)* means experiential, supervised, in-depth learning experiences that are designed to offer students the opportunity to more fully explore career interests within one or more of the Career Clusters, as described in N.J.A.C. 6A:8-3.2, Career education and counseling. SLEs are designed as rigorous activities that are integrated into the curriculum and that provide students with opportunities to: demonstrate and apply a high level of academic attainment; develop career goals; and develop personal/social goals. **Note:** The various types of paid and unpaid structured learning experiences, including cooperative education experiences, are defined in this glossary. Use one of those definitions when completing an Incident Reporting Form. The different types of structured learning experiences, other than cooperative education experiences and apprenticeship training that are defined separately, are as follows:

- **Internship** *(N.J.A.C. 6A:19-4.2 Definitions)* means structured learning experiences in non-hazardous occupations that are designed for career exploration and which include supervised practical training.
  - **Paid Internship** means a structured learning experience taking place at a for-profit entity or not-for-profit entity in a non-hazardous occupation only that is designed for career exploration, and includes supervised practical training for which the student is paid at least minimum wage.
  - **Unpaid internship** means a structured learning experience taking place at a for-profit or not-for-profit entity in a non-hazardous occupation only that is designed for career exploration, and includes supervised practical training for which the student does not receive financial remuneration. Also see Volunteer, Community Service, and National or Community Service Project, and Service Learning.

- **Job Shadowing** *(N.J.A.C. 6A:19-4.2 Definitions)* means unpaid structured learning experiences in which students determine by observation, interview, and study the pertinent information related to an occupation or career. (Job shadowing does not involve hands-on worksite activities).

- **National and Community Service Project** *(N.J.A.C. 6A:19-4.2 Definitions)* means unpaid structured learning experiences in nonhazardous settings in which students participate in any project, program, or undertaking designed to provide, or assist in providing, activities or services to promote conservation, restoration, or preservation of natural resources, open space of the environment, or public health, education and welfare among the general population or segments of the population having identifiable needs or deficiencies.

- **School-Based Enterprises** *(N.J.A.C. 6A:19-6.2 Definitions)* means structured learning experiences in nonhazardous settings that are part of enterprises that involve the production of goods and services by students for sale to or use by others.
Service Learning (N.J.A.C. 6A:19-4.2 Definitions) means unpaid structured learning experiences in nonhazardous settings taking place in the community that are designed to foster students’ community service and civic responsibility.

Supervised Agriculture Experience (N.J.A.C. 6A:19-4.2 Definitions) means activities for students who are enrolled in (department-) approved agriculture, food, and natural resources programs that are designed to promote career exploration; research, experimentation, and analysis; and business ownership and entrepreneurship; and placements into paid and unpaid external, work-based, supervised structured learning experiences in agriculture-related businesses.

Volunteer (N.J.A.C. 6A:19-4.2 Definitions) means a person who donates his or her service for the protection of the health and safety of the general public. Such a person would include, among others, a volunteer firefighter, rescue worker, and aide in the care of the sick, aged, young, mentally ill, destitute and the like or assistant in the religious, eleemosynary, educational, hospital, cultural and similar activities, as defined by N.J.A.C. 12:56-2.1.

Work Experience Career Exploration Program (WECEP) means a school supervised, school-administered work experience program designed to permit students between the ages of 14 and 16 to explore career possibilities while they earn credit for both in-school related instruction and on-the-job experience. Pursuant to the requirements of 29 CFR Part 570.35a, the program allows for the employment of minors, whom authoritative local school personnel identify as being able to benefit from the program, in otherwise prohibited circumstances for up to 23 hours per week when school is in session and for no more than three hours in any one day. WECEP programs must follow Department guidelines as approved by the U.S. Department of Labor, Employment and Training Administration, Wage and Hour Division.

Student Training Plan (N.J.A.C. 6A:19-4.2 Definitions) means a written plan describing student learning activities taking place during any structured learning experience. Note: Examples of student training plans may be found on the Structured Learning Experience homepage at: http://www.state.nj.us/education/cte/sle/

Temporary Disability means an injury or illness that prevents the person who is injured or suffering an illness from continuing to do all activities associated with school or work for one day or more. The injury or illness, however, is reversible and the person will eventually recover completely without any limitations for doing any future activities associated with school or work.
APPENDIX D

Resources

N.J. Department of Education, Office of Career and Technical Education
http://www.state.nj.us/education/cte/

N.J. Cooperative Education and Structured Learning Experience Resources
http://www.state.nj.us/education/cte/sle/

U.S. Department of Labor (USDOL), Occupational Safety and Health Administration (OSHA)
1-800-321-OSHA
http://www.osha.gov

USDOL-Wage & Hour Division
Northern Office: 973-645-2279; Southern Office: 609-538-8310
http://www.dol.gov/whd/

U.S. EEOC
Phone: 1-800-669-4000
http://www.eeoc.gov

National Institute for Occupational Safety and Health (NIOSH) –
Phone: 800-356-4674
http://www.cdc.gov/niosh/

Centers for Disease Control and Prevention (CDC)
Phone: 800-458-5231
http://www.cdc.gov

USDOL-OSHA Voluntary Protection Program (VPP) Region 2
Mike Levy, VPP Program Manager
Phone: 518-464-6742 x 228

Atlantic OSHA Training Center – Region 2,
as part of the UMDNJ Office of Public Health Practice, Centers for Education and Training (732-235-9450)

NJ Department of Labor & Workforce Development (LWD)
Division of Wage and Hour Compliance
1-800-397-3346
http://lwd.dol.state.nj.us/labor/wagehour/
Includes:
Free On-Site Safety & Health Non-Enforcement Consultation, Public & Private Sectors
Free Safety & Health Training Programs & Video Lending Library
Safety & Health Achievement Recognition Program (SHARP)
Public Employee Safety & Health (PEOSH) Complaints
Wage & Hour Disputes, Complaints & Information, Hours of Work & Prohibited Occupations for Young Workers
NJ Department of Health & Senior Services (DHSS)
609-984-1863

Public Employee Health Hazard Complaints
Requests for Free Public Sector Health Consultation, Training & Information

NJ Governor’s Occupational Safety & Health Awards Program
609-984-4738

NJ Safe Schools Program (UMDNJ-SPH) –
732-235-4988
http://www.njsafeschools.org/

Partnership for a Drug Free NJ –
201-798-7171
http://www.drugfreenj.org/

Prevent Blindness Tri-State –
800-850-2020
http://www.preventblindness.org/tristate/

NJ State Safety Council –
800-228-3834
http://www.njsafety.org

NJ Violence Prevention Initiative
http://www.spannj.org/pirc/violence_prevention_initiative.htm

Work Environment Council (WEC) –
609-695-7100
http://www.njwec.org/

NJ Cooperative Education Coordinators Association (NJCECA)
Northern NJ contact Steve Miller at njceca@njceca.org
http://www.njceca.org/

NJ Cooperative Education Association (NJCEA)
Southern NJ contact John Hillard at jhillard@pemb.org
http://www.njcea.com/

NJ Cooperative Education and Internship Association
http://www.njceia.org/

Transition Coordinators Network
http://transitionnj.wikispaces.com/