

Guidance Manual For Completing The Incident Reporting Form
for
Career and Technical Education Programs
and
Structured Learning Experiences

last updated (per accessibility guidelines and updated contact information)
March 2019

Prepared by the
New Jersey Safe Schools Program*
Derek G. Shendell, D.Env, MPH
Director

for the

New Jersey Department of Education
Office of Career Readiness

*New Jersey (NJ) Safe Schools Program is currently administered via
Rutgers, The State University of NJ,
School of Public Health, Rutgers Biomedical and Health Sciences,
Piscataway/New Brunswick.

Contents

What incidents must be reported?.....	3
Who must report incidents?	4
Where do I obtain the Incident Reporting Form?	4
Whom do I contact if I have questions or comments?.....	5
How quickly must an Incident Reporting Form be submitted after an incident?	5
Who should complete the Incident Reporting Form?	5
Why does the New Jersey Department of Education want incidents to be reported?	5
How do I complete the Incident Reporting Form?	6
What are the most common mistakes people make in completing the Incident Reporting Form?	6
Am I required to report an incident anywhere else?	6
Am I required to do anything in addition to reporting an incident?	7
Appendix A (Incident Reporting Form)	8
Appendix B (Instructions for Completing the Incident Reporting Form)	9
Appendix C (Glossary)	13
Appendix D (Resources).....	18
Appendix E (List of Acronyms Used)	19

Introduction

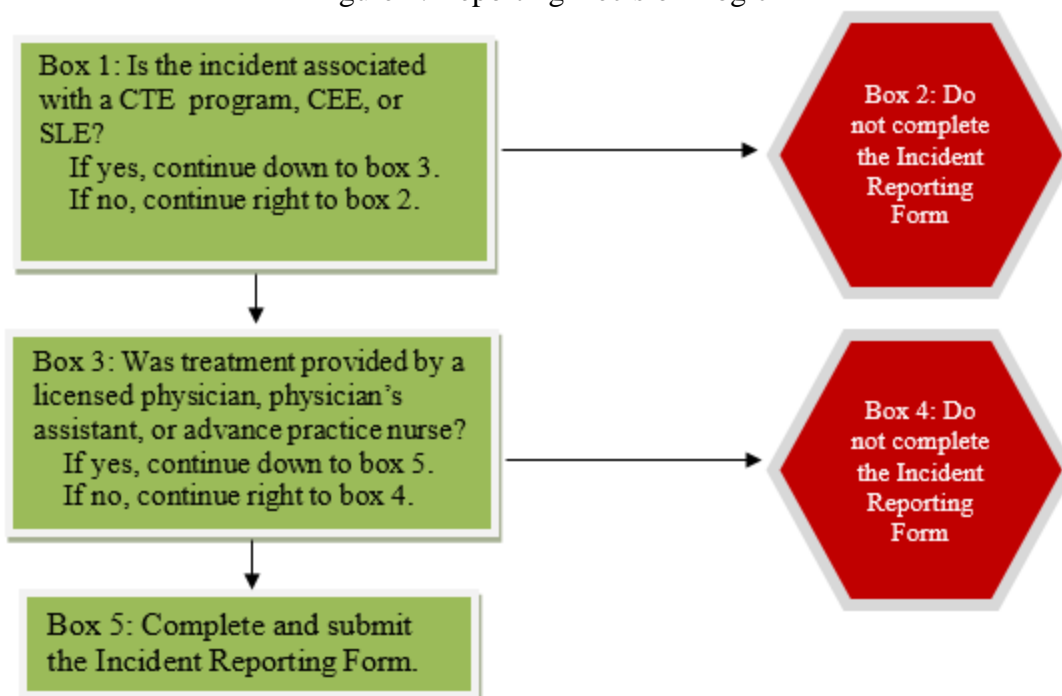
The New Jersey Department of Education (NJDOE) requires district boards of education to report accidents and injuries involving students and teachers participating in career and technical education (CTE) programs and structured learning experiences (SLE) per [N.J.A.C. 6A:19-6.5 Reporting requirements](#).

This “Guidance Manual for Completing the Incident Reporting Form for Career and Technical Education Programs and Structured Learning Experiences” (Guidance Manual) was developed to assist those individuals responsible for completing the required online form supplied by the NJDOE titled, “Incident Reporting Form for Career and Technical Education Programs 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?

According to NJ Administrative Code ([N.J.A.C. 6A:19-1.2](#)), a “reportable incident” means any injury or illness incurred by a student or teacher resulting from participation in a CTE program or program of study, occurring either on school premises or off-premises at an approved SLE training site, including travel to or from the off-premises site, or any other individual who incurred an injury or illness in a CTE classroom, and that requires treatment by a licensed medical doctor (see Figure 1). Reportable incidents may include school staff, students, and others involved in the incident. Note: Districts and schools do not report incidents involving employees of a host site of an SLE.

Figure 1: Reporting Decision Logic



1. Is incident associated with a CTE program or SLE? If yes, continue to 3. If no, continue to 2.
2. Do not complete the Incident Reporting Form.
3. Was treatment provided by a licensed physician, physician's assistant, or advance practice nurse? If yes, continue down to 5. If no, continue right to 4.
4. Do not complete the Incident Reporting Form.
5. Complete and submit Incident Reporting Form.

Note: Incidents that occur in school parking lots, playgrounds, hallways, or other areas not related to CTE programs or SLEs are not to be reported via the Incident Reporting Form discussed in this manual.

Who must report incidents?

According to [N.J.A.C. 6A:19-6.5](#), every district board of education, subject to the requirements of the NJDOE, Office of Career Readiness, is required to submit Incident Reporting Forms for incidents classified as reportable. This includes public school districts, charter schools, private schools for the disabled, the Marie H. Katzenbach 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 Readiness Website](https://www.nj.gov/education/cte/) (<https://www.nj.gov/education/cte/>) and the [New Jersey Safe Schools website](http://www.njsafeschools.org/) (www.njsafeschools.org/ or www.sph.rutgers.edu/training/nj-safe-schools/index.html).

To obtain access to the online Incident Reporting Form go to the [New Jersey Safe Schools incident reporting website](#).

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
c/o Rutgers School of Public Health
683 Hoes Lane West, 3rd Floor SPH Building, Suite 399
Piscataway, NJ 08854-8021
Telephone: (732) 235-4988 or -9095
Email: cscbre@sph.rutgers.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 for the affected student or staff member. If the supervising teacher is the affected person and is unable to complete the form, then the district's Safety and Health Designee or their designee will complete the form. Designees may include school nurses, vice principals, SLE supervisors, and other administrators and main office staff members.

Why does the NJDOE want incidents to be reported?

The NJDOE, Office of Career Readiness, 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 CTE programs and SLEs. 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 is included in the safety and health training of CTE alternate route teachers as part of their provisional teacher preparation program. Teachers preparing to supervise SLEs 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.

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

- Not selecting the appropriate option for “Injured Person Sent to Doctor or Hospital.” One or the other must be selected for the incident to be reportable;
- Not selecting the appropriate option for the “Career Clusters®.” The Career Cluster refers to the area of CTE program or SLE related to the incident. Career Clusters are defined in the Glossary found in the Appendix C;
- Selecting the “Career Cluster” option 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 CTE program or SLE placement, not the site where the incident took place;
- Not selecting the appropriate option 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 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 [NJ Occupational Safety and Health-300 Form](#) to log work-related injuries and illnesses.

The New Jersey Department of Health (NJDOH) requires the reporting of work-related injuries in children under age 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 SLE. Physicians, nurses, and laboratories are responsible for making these reports to NJDOH. 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?

According to [N.J.A.C. 6A:19-6.5\(b\)](#), 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 board of education and a corrective action plan shall be implemented 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 school district's corrective action plan.

Checklists to assist districts in conducting a safety and health analysis of CTE 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 [NJDOE Office of Career Readiness website](#). The Safe Schools Manual includes general safety checklists as well as many occupation-specific checklists.

Please access the online [Safe Schools Manual](#) via the New Jersey Safe Schools website.

Appendix A

Incident Reporting Form
for Career and Technical Education (CTE) Programs and Structured Learning Experiences
(SLEs).

Please note any data fields with a star (“*”) are required.

To obtain access to the online incident reporting form via the [New Jersey Safe Schools incident reporting website](#):

A link to this Guidance Manual is also available on this webpage.

Appendix B

Instructions for Completing the Incident Reporting Form

Field Descriptions for the Incident Reporting Form for Career and Technical Education (CTE) Programs and Structured Learning Experiences (SLEs).

IA. Demographic Information

Form Field	Description
1)	Name of County
2)	County Vocational School District
3)	School District Name
4)	School Name

IB. Incident Information

Form Field	Description
5)	Check off the gender of person involved in the reportable incident.
6)	Check off the race of person involved in the reportable incident.
7)	Check off one ethnicity of person involved in the reportable incident.
8)	Check off if the person involved was student, staff, or other. If other, describe who the individual is and why they were at the CTE program or SLE.
9)	Check the appropriate box the location where person was involved in the reportable incident: At School (as part of a CTE program); At an SLE (paid or unpaid); or during Travel to/from an SLE.
10)	Answer if the reportable incident occurred off school property: Yes or No
11)	If the reportable incident occurred at an SLE and involved a student or a teacher, identify the type of business, i.e., retail, office, manufacturing, construction, culinary, etc.
12)	Identify the student's SLE job title.
13)	Check the appropriate box where the person involved in the reportable incident was examined and treated: Doctor's Office or Hospital.
14)	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.
15)	Identify the numeric age of person involved in the reportable incident.
16)	If the reportable incident occurred off school property and involved a student, identify the number of hours the student spent at school on the day of the reportable incident.
17)	If the reportable incident occurred at an SLE and involved a student, identify the number of hours the student was at the site when the reportable incident occurred.

II. Type of CTE Program or SLE

Form Field	Description
18)	<p>Check the Career Clusters® associated with the reportable incident. If the reportable incident occurred in a CTE program, the Career Cluster of that program is already identified on the NJDOE’s website. A list of the district’s approved CTE programs with their accompanying CIP code numbers can be found at the Career and Technical Education Programs & Programs of Study in NJ Schools page. (www.nj.gov/education/cte/pubvoc.htm)</p> <p>If the reportable incident occurred as part of an SLE, the Career Cluster associated with the experience may be identified on the individualized student training plan.</p> <p>If the individualized student training plan 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 individualized student training plan. Align the student’s job title or learning activities with the most appropriate Career Cluster description. A list of the 16 Career Clusters is located in the Glossary in Appendix C. Look under the term “Career Clusters.”</p> <p>Note: Only check the Education & Training Services Career Cluster if the CTE program or SLE in which the student is enrolled or the teacher is supervising is associated with this Career Cluster.</p>
19)	<p>If the reportable incident occurred as part of an SLE, identify the nature of the experience by selecting one (For the online versions use the dropdown list). Descriptions of different SLEs may be found in Appendix C.</p>
20)	<p>Indicate if reportable incident involved a student with an Individualized Education Program (IEP) by checking Yes or No.</p>

III. Description of Injury or Illness

Form Field	Description
21)	Identify the parts of the body that were involved in injury or illness; mark as many as apply.
22)	Identify the nature of injury or illness; mark as many as apply.
23)	Identify the cause of injury or illness; mark as many as apply.
24)	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.
25)	Indicate if the person involved in the reportable incident was using personal protective equipment at time of the incident: Yes or No;
26)	If person involved in the reportable incident answered “yes” to using personal protective equipment at time of the incident, describe the personal protective equipment used.

IV. Date and Time of Incident

Form Field	Description
27)	Fill in the date when the reportable incident occurred, using the following format (MM/DD/YYYY)
28)	Fill in the time when reportable incident occurred, using the following format (HH:MM AM/PM)

V. Narrative

Form Field	Description
29)	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

Form Field	Description
30)	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

Form Field	Description
31)	Fill in the name of the person completing the report.
32)	Fill in the title of the person completing the report.
33)	Fill in the date of submitting the report.

VIII. Incident Report Identifying Information

Form Field	Description
1)	Fill in the last name of person involved in the reportable incident. This information is not used by NJ Safe Schools or NJDOE. This information is for your records to keep track of who was injured.
2)	Fill in the first name of person involved in the reportable incident. This information is not used by NJ Safe Schools or NJDOE. This information is for your records to keep track of who was injured.

Appendix C

Glossary

Approved program ([N.J.A.C. 6A:19-1.2 Definitions](#)) means a career and technical education program and program of study developed and implemented in accordance with N.J.A.C. 6A:19-3.1, Program requirements, and 3.2, Program approval, and N.J.S.A. 18A:54-24, Approval of courses of study.

Career and Technical Education (CTE) ([N.J.A.C. 6A:19-1.2 Definitions](#)) means organized educational activities that: offer a sequence of courses that provide individuals with the coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions; provides technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree; may include prerequisite courses (other than a remedial course) that meet the requirements of this definition; and 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.

Career Clusters® ([N.J.A.C. 6A:19-1.2 Definitions](#)) means the 16 distinct groupings of occupations and industries based on the required knowledge and skills that are recognized by the U.S. Department of Education and by the New Jersey Department of Education (NJDOE). Below is a list of the [16 Career Clusters](#) recognized by the NJDOE. On the Advance CTE website, each Career Cluster contains a definition, career pathways, and additional information.

1. Agriculture, Food & Natural Resources
2. Architecture & Construction
3. Arts, A/V Technology & Communications
4. Business Management & Administration
5. Education and Training
6. Finance
7. Government & Public Administration
8. Health Science
9. Hospitality & Tourism
10. Human Services
11. Information Technology
12. Law, Public Safety, Corrections & Security
13. Manufacturing
14. Marketing
15. Science, Technology, Engineering & Mathematics (STEM)
16. Transportation, Distribution & Logistics

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. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985 and 1990. A complete listing of CIP codes can be found at the [National Center for Education Statistics- Classification of Instructional Programs](#) website. (www.nces.ed.gov/ipeds/cipcode/).

County Code means a two-digit numeric code assigned by the NJDOE 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 [NJDOE School Directory Website](#). (<https://homeroom5.doe.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 CTE objective provided for the instruction of students as part of an approved CTE program or program of study.

District Code means a four-digit numeric code assigned by the NJDOE 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 [NJDOE School Directory Website](#). (<https://homeroom5.doe.state.nj.us/directory/>).

Incident means any injury or illness resulting from participation in a CTE program or SLE 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:19-1.2 Definitions](#)) means the electronic form provided by the Department for school districts to identify reportable incidents for submission to the Department.

Individualized Education Program (IEP) ([N.J.A.C. 6A:14-1.3 Definitions](#)) means a written plan which sets forth present levels of academic achievement and functional performance, measurable annual goals and short-term objectives or benchmarks and describes an integrated, sequential program of individually designed instructional activities and related services necessary to achieve the stated goals and objectives. This plan shall establish the rationale for the student's educational placement, serve as the basis for program implementation and comply with the mandates set forth in this chapter.

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:19-1.2 Definitions](#)) means any injury or illness incurred by a student or teacher resulting from participation in a CTE program or program of study, occurring either on school premises or off-premises at an approved SLE training site, including travel to or from the off-premises site, or any other individual who incurred an injury or illness in a CTE classroom, and that 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 NJDOE 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 [NJDOE School Directory Website](https://homeroom5.doe.state.nj.us/directory/). (<https://homeroom5.doe.state.nj.us/directory/>).

Structured Learning Experience (SLE) ([N.J.A.C. 6A:19-1.2 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. 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 SLEs are defined below: Use one of these definitions when completing an Incident Reporting Form.

- Apprenticeship Training ([N.J.A.C. 6A:19-1.2 Definitions](#)) means a paid SLE 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 (NJLWD) and the U.S. Department of Labor, Bureau of Apprenticeship and Training, in compliance with 29 CFR §§29.29 and 29.30.
- Cooperative Education Experience (CEE) ([N.J.A.C. 6A:19-1.2 Definitions](#)) means a paid SLE, which is a method of education for individuals who, through written cooperative arrangements between a school and employers, receive instruction, including required rigorous and challenging academic courses and related CTE instruction, by alternation of study in school with a job in any occupational field, that:
 - Shall be planned and supervised by the school and employer so each contributes to the education and employability of the individual; and
 - May include an arrangement in which work periods and school attendance may be on alternate half days, full days, weeks, or other periods of time in fulfilling the cooperative program.

- Hazardous SLEs ([N.J.A.C. 6A:19-1.2 Definitions](#)) means work-based activities regulated by State and Federal child-labor and wage-and hour-laws, regulations, and hazardous orders as prohibited for minors with limited exemptions permitted for students who are enrolled in an approved CTE program or program of study and who are participating in a CEE or apprenticeship training. A list of common hazardous occupations meeting this definition may be found in the handbook titled, “[Common Hazardous Occupations That Satisfy the Hazardous Employment Requirement for the Cooperative Education Coordinator Hazardous Occupations Certificate](#)”, which can be found at: <https://www.state.nj.us/education/cte/sle/hazards.pdf>
- Internship ([N.J.A.C. 6A:19-1.2 Definitions](#)) means paid or unpaid SLEs in non-hazardous occupations that are designed for career exploration and which include supervised practical training.
- Job Shadowing ([N.J.A.C. 6A:19-1.2 Definitions](#)) means unpaid SLEs 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:19-1.2 Definitions](#)) means unpaid SLEs 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:19-1.2 Definitions](#)) means SLEs 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:19-1.2 Definitions](#)) means unpaid SLEs 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:19-1.2 Definitions](#)) means activities for students who are enrolled in 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 SLEs in agriculture-related businesses.
- Volunteer ([N.J.A.C. 6A:19-1.2 Definitions](#)) means an unpaid SLE where individuals donate their services to nonprofit or public-sector employers for civic, religious, or humanitarian objectives.

Student Training Plan ([N.J.A.C. 6A:19-1.2 Definitions](#)) means a written plan describing the student learning objectives, activities, and assessments as part of a SLE. Note: individualized student training plan forms are located on the [SLE Website](#). (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

For a complete listing of federal agency, State of New Jersey, and non-profit Safety & Health resources available for free online, please see the multi-section “[Websites and Resources](#)” web page of the NJ Safe Schools Program website. Please go to [New Jersey Safe Schools Program](#) (<http://sph.rutgers.edu/training/nj-safe-schools/index.html> or www.njsafeschools.org).

In addition, to communicate directly with NJ Safe Schools Program staff, please see the “[Contact Us](#)” and “[Staff](#)” web pages of the NJ Safe Schools Program website listed above.

Finally, in regards to CTE programs or SLEs, please [contact NJDOE by email](#), sle@doe.nj.gov, and/or please visit the [SLE Website](#) (www.nj.gov/education/cte/sle/).

Appendix E

List of Acronyms Used

CEE	Cooperative Education Experience
CIP	Classification of Instructional Program Code
CTE	Career and Technical Education
IEP	Individualized Education Plan
NCES	National Center for Education Statistics
NJ	State of New Jersey
N.J.A.C.	New Jersey Administrative Code
NJDOE	New Jersey Department of Education
NJDOH	New Jersey Department of Health
NJLWD	New Jersey Department of Labor and Workforce Development
PPE	Personal Protective Equipment
S&H	Safety and Health
SLE	Structured Learning Experiences
STEM	Science, Technology, Engineering and Mathematics