Date: January 25, 2019
To: Chief School Administrators, Charter School and Renaissance School Project Leads
From: Linda P. Eno, Ed.D., Assistant Commissioner
Division of Academics and Performance

**Required Training for Supervision and Placement of Students in Structured Learning Experiences**

I am pleased to announce that the New Jersey Safe Schools Program at the Rutgers School of Public Health has released the 2019 course schedule for structured learning experiences (SLEs) supervision.

The following courses are required for school personnel that supervise and place students into SLEs:

1. Federal Wage and Hour and Child Labor Laws, Regulations, and Hazardous Orders
2. New Jersey Wage and Hour and Wage Payment and Child Labor Laws, Regulations, and Hazardous Orders
3. OSHA 10 Plus
4. Designing and Implementing Student Training Plans

These required courses are only for school personnel that have not met the requirements for supervising and placing students in worksites. Each district board of education shall ensure that SLEs are coordinated by school personnel who have met the requirements set forth in *N.J.A.C. 6A:19-4.2*. These training opportunities are available to school districts through a memorandum of understanding between the New Jersey Department of Education and Rutgers, The State University of New Jersey.

**Registration/Information**
To register for the required courses and find more information, visit the [New Jersey Safe Schools Program website](http://www.nj.gov/education/safe_schools/).

**Contact information**
Questions regarding registration or course information can be directed to the New Jersey Safe Schools office at [cscbre@sph.rutgers.edu](mailto:cscbre@sph.rutgers.edu), or by calling (732) 235-4988 or (732) 235-9095.

c: Members, State Board of Education
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