



Program Approval Process (COVID-19)

Complete and submit the following information for YST Program Approval

The goal of the Youth Skills Training (YST) program is to provide 16-17 year old student learners with safe, healthy and meaningful paid work experience in high-growth, high-demand and living-wage industries. YST programs must be approved by the Minnesota Department of Labor and Industry (DLI) prior to student learners working at employer sites.

<p>STEP 1. (Employer) Submit COVID-19 Preparedness Plan and Employer Equipment and Tool Review Form</p>	<p>COVID-19 Preparedness Plan & Equipment and Tool Review: (Form 1) Employer submits most recent version of their COVID-19 Preparedness Plan and Form 1 which list all machines, tools and equipment to be reviewed for 16-17-year-old student learners use at employer site.</p>
<p>STEP 2. (Employer) Schedule a virtual walk-through meeting or an in-person walk-through</p>	<p>YST Walk-Through: DLI reviews the employer Preparedness Plan and the tools/equipment that employers would like 16-17-year-old student learners to use as part of a paid YST work experience.</p>
<p>STEP 3. (School) Related classroom instruction</p>	<p>Class Syllabus: School provides a class description or class syllabus for class(es) students will take prior to or in conjunction with paid work experience.</p>
<p>STEP 4. (Employer) Provide proof of workers' compensation insurance</p>	<p>Declaration Page: Employers must submit a copy of policyholder's declaration page.</p>
<p>STEP 5. (DLI and Employer) <u>This form is completed by DLI YST staff member then reviewed and signed by the employer supervisor</u></p>	<p>YST Statute review and Work Process form: (Form 2) This form provides the YST statute that programs agree to follow and designates tasks, equipment and personal protective equipment for student learners participating in a YST paid work experience.</p>
<p>STEP 6. (All Parties) Complete Student Training Agreement</p>	<p>Training Agreement: (Form 3) All parties complete this form and submit to the YST program. Copies are also kept on file at the employer site and school the student attends.</p>

This program approval process is only for YST programs through DLI. Please contact the YST program with questions or to obtain more information. Submit completed forms and documents to Rich.Wessels@state.mn.us or Katherine.Fischenich@state.mn.us.

Updated 9/30/20