



## YST Employer Approval Process

### New employers to the YST program

The YST employer approval process is for all new employers that would like to host 16-17-year-old student learners for a paid work experience through a participating YST program. **Please always use forms located on the YST web page as they may be occasionally updated. [YST Employer Approval Forms](#)**

<p><b>STEP 1.</b> (Employer)</p>	<p><b>Employer submits the following to YST program staff:</b></p> <ol style="list-style-type: none"> <li>1. Copy of employer workers' compensation declaration page</li> <li>2. Completed Machine/Tool/Equipment Review (Form 1)</li> <li>3. If the safety meeting will be conducted virtually, pictures or videos of the machines/tools/equipment are also required</li> </ol>
<p><b>STEP 2.</b> (School)</p>	<p><b>Class syllabus:</b> School provides a class description or class syllabus for the industry related class(es) a student takes prior to or in conjunction with paid work experience.</p>
<p><b>STEP 3.</b> (YST staff, DLI safety consultant and employer)</p>	<p><b>YST safety meeting:</b> In person or virtual meeting to discuss the submitted documentation and to review all machines/tools/equipment that employers would like 16-17-year-old student learners to use as part of a paid YST work experience.</p>
<p><b>STEP 4.</b> (DLI and Employer)</p>	<p><b>YST Statute review and approval: (Form 2)</b> <i>Form is completed by YST program staff then reviewed and signed by the employer supervisor.</i> This form includes YST statute, approved machines/tools/ equipment and required PPE for student learners.</p>
<p><b>STEP 5.</b> (Employer, student, parents and school)</p>	<p><b>Training Agreement: (Form 3)</b> All parties complete and sign this form. Form is submitted to YST program staff prior to students starting a paid work experience. Copies are kept on file at the employer site and at the school the student attends.</p>

## Non-hazardous settings with no hazardous equipment

This process only applies to new employers in settings that DLI determines to be non-hazardous and when DLI verifies that no hazardous equipment will be used by 16-17-year-old student learners (i.e., information technology, office setting).

<p><b>STEP 1.</b> (Employer)</p>	<p><b>The employer submits the following to the YST program staff:</b> Copy of employer workers' compensation declaration page</p>
<p><b>STEP 2.</b> (School)</p>	<p><b>Class syllabus:</b> School provides a class description or class syllabus for the industry related class(es) a student takes prior to or in conjunction with paid work experience.</p>
<p><b>STEP 3.</b> (YST staff and employer)</p>	<p><b>YST safety meeting:</b> In person or virtual meeting to review submitted documentation, discuss the paid work experience and answer questions.</p>
<p><b>STEP 4.</b> (DLI and Employer)</p>	<p><b>YST Statute review and approval: (Form 2)</b> <i>Form is completed by YST program staff then reviewed and signed by the employer supervisor.</i> This form includes YST statute, approved machines/ tools/ equipment and required PPE for student learners.</p>
<p><b>STEP 5.</b> (Employer, student, parents and school)</p>	<p><b>Training Agreement: (Form 3)</b> All parties complete and sign this form. Form is submitted to YST program staff prior to students starting a paid work experience. Copies are kept on file at the employer site and at the school the student attends.</p>

To access forms and for further information about the YST program, please visit [www.dli.mn.gov/yst](http://www.dli.mn.gov/yst).

Contact Rich Wessels with any questions.

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