# 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

| STEP 1. (Employer) | Employer submits the following to YST program staff:  
1. Copy of employer workers’ compensation declaration page  
2. Completed Machine/Tool/Equipment Review (Form 1)  
3. If the safety meeting will be conducted virtually, pictures or videos of the machines/tools/equipment are also required |
|-------------------|-------------------------------------------------------------------------------------------------|
| STEP 2. (School)  | Class syllabus:  
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. |
| STEP 3. (YST staff, DLI safety consultant and employer) | YST safety meeting:  
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. |
| STEP 4. (DLI and Employer) | YST Statute review and approval: (Form 2)  
*Form is completed by YST program staff then reviewed and signed by the employer supervisor.* This form includes YST statute, approved machines/tools/equipment and required PPE for student learners. |
| STEP 5. (Employer, student, parents and school) | Training Agreement: (Form 3)  
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. |
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).

<table>
<thead>
<tr>
<th><strong>STEP 1.</strong> (Employer)</th>
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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.

Rich Wessels
Project Manager | Youth Skills Training (YST) Program
Rich.Wessels@state.mn.us | (651) 284-5184