

***COMMONWEALTH of VIRGINIA***

**DEPARTMENT OF LABOR AND INDUSTRY**

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**Gary G. Pan**

COMMISSIONER

**Letter to Program Directors**

Dear Program Director,

Thank you for facilitating the signing of the VDOE/DOLI work-training program written agreement for students participating in the Career and Technical Education (CTE) Pharmacy Technician Program Clinical Experience.

The Virginia Department of Education (VDOE), in collaboration with the Virginia Department of Labor and Industry (DOLI), Virginia Department of Health Professions (DHP) and Virginia Board of Pharmacy has entered into a memorandum of agreement to ensure the workplace health and safety of high school students under the age of 18 while participating CTE Pharmacy Technician Programs.

If the student is under the age of 18, in order to participate in a Clinical Experience at a Pharmacy, they need to sign a work-training written agreement. Students must be at least 16 years old to participate in the Clinical Experience.

DOLI has created a work-training program written agreement as required by Va. Code §40.1-89 to assure proper oversight of child labor conditions in pharmacy settings in accordance with child protection statutes (Va. Code §§ 40.1-100.A.4 and 40.1-103). The agreement will be signed by the student, the student’s parent/guardian, the CTE Program Director and the Pharmacy.

**Written Agreement**

DOLI is using DocuSign to fill out the VDOE/DOLI Pharmacy Technician Work-Training Written Agreement.

When you click this [link](https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=0df1b401-7d67-4224-ae68-eff51c97397d&env=na3&acct=c82d88df-7083-4c20-bc23-0661f491dd30&v=2), you will be taken to the DocuSign PowerForm to get started.

For help with filling out the form, please visit <https://www.doli.virginia.gov/labor-law/cte-pharmacy-technician-program/>.

A complete agreement with everyone’s signatures will be sent to you once all the signatories have completed their portion of the document.

**Department of Juvenile Justice Request for Records and Information Form**

The student’s parent/guardian must complete a Department of Juvenile Justice (DJJ) Request for Records and Information form. An email template to send to the parent/guardian with the required form will be provided to you in a separate document.

The parent/guardian will have to [send the form to DJJ](https://www.djj.virginia.gov/pages/about-djj/djj-juv-records.htm) and submit the completed record to you, the Program Director. You will need to keep the completed record on file while the student is completing their clinical experience.

If you need any help or have any questions, please email CTEhelp@doli.virginia.gov.