

ONLINE WORK PERMIT REQUEST PROCEDURE

1

Student/Guardian will select proper work permit form based on age and complete section 1

***see attached documents**

2

-Student/Guardian will email permit to their employer to complete section 2

-Employer will return the permit to Student/Guardian

3

Student/Guardian will send the permit and a copy of a Birth Certificate, State ID OR School ID to enrollment@grps.org for review and final signature by the Office of Student Services

4

The Office of Student Services will return the completed form and supplemental letter to the Student/Guardian



Community and Student Services

1331 Franklin St. SE Grand Rapids MI 49506 • 616 - 819 - 2150 • enrollment@grps.org

www.grps.org

**State of Michigan
 Combined Offer of Employment and Work Permit/Age Certificate
 CA-7 for minors 16 and 17 years of age**

Permit Number for School Use (optional)
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Employer Information:

- The employer must have a completed front and back yellow work permit form on file **before** a minor begins work.
- The employer or an employee who is 18 years of age or older must provide competent adult supervision at all times.
- The employer of the minor must comply with federal, state, and local laws and regulations including nondiscrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.
- The employer must return the work permit to the issuing officer upon termination of the minor's employment.

Directions: Please type or print using black ink pen. ALL FIELDS MUST BE COMPLETED. Back of this form must have summary of requirements.

Section I: Each Box <i>must be</i> Completed by Minor Applicant and Parent/Guardian			
Name of Minor:		Address:	
Age:		Date of Birth Month/Day/Year:	
Last Four Digits of Social Security Number:		Contact Telephone Number for Minor:	
Name of School (present or last attended):		Address:	
City:		ZIP:	
Last Grade Completed: School Status (check one): <input type="checkbox"/> in school <input type="checkbox"/> home school <input type="checkbox"/> online/Cyber/Virtual school <input type="checkbox"/> not attending school			Type of Business (<i>i.e., fast food, manufacturing</i>):
Signature of Minor: (x)		Name of Parent/Guardian (circle one):	
Parent/Guardian Telephone:			

Section II: Each Box <i>must be</i> Completed by the Employer - Offer of Employment				
Name of Business :		Address:		City:
ZIP:				
Earliest Starting Time 6:00 a.m. No earlier than 6:00 am No earlier than 6:00 am	Latest Ending Time 10:30p.m. No later than 10:30 pm(Sun-Thurs) No later than 11:30 pm (Fri-Sat)	Hours per Day: No more than 8	Number of Days per Week: No more than 6 per week	Total Hours of Employment: No more than 24 when school in session; No more than 48 when school not in session
Applicant's Job Title:	Hourly Wage:	Name Job Duties/Tasks to be Performed by Minor:		Name Equipment/Tools to be Used by Minor:
Will the minor be working under an hours deviation granted by the Michigan Department of Education? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach the Individual Application for Hours Deviation for 16 and 17 Year Old Minors along with this original yellow CA-7 and mail to: MDE/OCTE P.O. Box 30712, Lansing, Michigan 48909 , for approval				
Signature of Employer: (x)		Title:		Telephone:
Date:				

Section III: Each Box <i>must be</i> Completed by School's Issuing Officer – Must be Signed by the Issuing Officer to be Valid		
This is to certify that: (1) the minor personally appeared before me, (2) this form was properly completed, (3) listed job duties are in compliance with state and federal laws and regulations, (4) listed hours are in compliance with state and federal laws and regulations, (5) this form was signed by student and employer, and I authorize the issuance of this work permit.	Evidence of Age Confirmed by (issuing officer checks one): <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of Arrival in the U.S. <input type="checkbox"/> Driver's License <input type="checkbox"/> Hospital Record of Birth <input type="checkbox"/> School Record <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> Other (describe)	
	Number of Work Hours per Week, when School is in Session: No more than 24 hours per week	
	Number of Work Hours while school is not in session (Summer, Spring, Xmas vacation): No more than 48 hours per week	
Name of School District:	Printed Name of Issuing Officer:	
Address:	Title:	
City, State, ZIP:	Signature of Issuing Officer:	
Telephone Number:	Issue Date:	
(x)		

Summary of Requirements CA-7 MICHIGAN WORK PERMIT AND AGE CERTIFICATE

The **Minimum Age for Employment is 14 years** except that a minor 11 years of age or older may be employed as a youth athletic program referee or umpire for an age bracket younger than his/her own age or as a golf or bridge caddy; 13 years of age or older may be employed to perform services which entail setting traps for formal or informal trap, skeet and sporting clays shooting events or in some farming occupations described in section 4(3) of the Youth Employment Standards Act 90 of 1978. **Adult supervision is required, at all times.**

Who Needs a CA-7 Yellow Work Permit? A 16 or 17 year old minor attending any type of schooling (***including but not limited to home school – cyber school – online school – virtual school***) or not attending school or is an out of state resident and not specifically exempt from the Youth Employment Standards Act (P.A. 90 of 1978) sections **409.116; 409.117; 409.118; 409.119**. This completed (all sections I, II, III) yellow CA-7 work permit allows a minor to be employed, only by the employer at the location, listed in Section II; therefore, **minor shall not begin** employment in an occupation regulated by this act until the person proposing to employ the minor procures and keeps on file at the place of employment a completed original yellow CA-7 which is valid **until minor turns 18 or graduates**, as long as the minor works for the same employer.

Who Issues the Work Permit? A State of Michigan issuing officer is the chief administrator of a school district, intermediate school district, public school academy, or nonpublic school, or a person authorized by that chief administrator in writing to act on his/her behalf.

Employment of Minors: A minor under 18 years of age shall not be employed in, about, or in connection with an occupation that is hazardous or injurious to minor's health or personal well-being or which is contrary to standards established by state and federal acts, (i.e., construction, slicers, motor vehicle operation, power-driven machinery).

Instructions for Completing and Issuing:

1. The Minor obtains the yellow CA-7 from a State of Michigan Issuing Officer of the school district and completes Section I.
2. The Minor takes the yellow CA-7 to the Person/Employer proposing to employ the minor to complete Section II.
3. The Employer/Person gives the yellow CA-7 back to the minor to return to the State of Michigan Issuing Officer who verifies age of minor (using best available evidence **409.105 of Public Act 90 of 1978**) and ensures compliance with state and federal laws and regulations.
4. The State of Michigan Issuing Officer, after reviewing all information in Sections I, II and III then sign and date in Section III.
5. The State of Michigan Issuing Officer makes copy of CA-7 and place copy in minor's permanent school file and returns original to the minor.
6. The Minor gives completed original yellow CA-7 Work Permit to the Employer/Person listed in Section II **before** beginning work.

The failure or refusal to issue a work permit by the school may be appealed by the minor in accordance with Public Act 306 of 1969.

Employer's Responsibilities: The issuance of a work permit **does not authorize** employment of minors contrary to state or federal laws and regulations.

- Must have a valid (front and back) and completed original yellow CA-7 Work Permit form **before** a minor begins work.
- Shall keep the original yellow work permit form and any approved deviation with parental consent on file at the place of employment.
- Must provide competent adult supervision, at least 18 years of age or older, at all times.
- Must comply with federal, state, and local laws and regulations including nondiscrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.
- Records required by Public Act 90 of 1978, as amended, must be maintained and made available for inspection by an authorized representative of the department.
- Must return the work permit to the issuing officer upon termination of the minor's employment.
- Must post all required work place poster at work site/work location; "Posting Requirement" may be downloaded at www.michigan.gov/mde.

Issuing Officer's Responsibilities: A copy of the CA-7 and any Michigan Department of Education deviation forms shall be filed in the minor's permanent school file. Work permits shall not be issued if the work is hazardous or injurious, information is incomplete, or if the minor's employment is in violation of state or federal laws and regulations.

Minors 16 or 17 Years of Age Work Hours:

1. No more than 6 days in one (1) week.
2. No more than a weekly average of 8 hours in one (1) day.
3. No more than 10 hours in one (1) day.
4. No more than 24 work hours in one (1) week when school **is in** session **regardless** of the number of school hours.
5. No more than 48 work hours in one (1) week when school **is not** regularly in session (Christmas, Spring or Summer vacation, etc.)
6. Not more than 5 hours continuously without a documented and uninterrupted 30 minutes or more meal or rest period.
7. Sunday - Thursday between the hours of 6:00 a.m. and 10:30 p.m.
8. Friday - Saturday between the hours of 6:00 am and 11:30 p.m., and not regularly attending school (i.e., summer vacation, etc).

Hours Deviations: At any time an employer may apply through the Office of Career and Technical Preparation for a General Hours or an Individual Application for Hours Deviation allowing the minor to work beyond the legal hours of employment allowed by the act (**409.120(2)**).

Michigan Youth Employment Standards Act (P.A. 90 of 1978): For information about the law, rules, and regulations contact the Office of Career and Technical Preparation, PO Box 30712, Lansing, MI, 48909, phone 517/373-3373, www.michigan.gov/octp and click on 'Career Preparation System', then select 'Work Based Learning Guide For Risk Management' and go to section 6.

Federal Fair Labor Standards Act: For information about federal child labor provisions contact the U.S. Department of Labor, Wage and Hour Division, at 1-866-4USWAGE or www.youthrules.dol.gov.

Revocation of Permit: A permit may be revoked by the school issuing officer if: (1) poor school attendance results in a level of school work lower than that prior to beginning employment or (2) the Michigan Department of Education/U.S. Department of Labor informs the school of an employer's violations of state or federal laws or regulations. Any minor who has a permit revoked shall be informed of the appeal process by the school.

**State of Michigan
 Combined Offer of Employment and Work Permit/Age Certificate
 CA-6 for minors UNDER 16 years of age**

Permit Number for School Use (optional)
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Employer Information:

- The employer must have a completed work permit form on file before a minor begins work.
- The employer must provide competent adult supervision at all times.
- The employer of the minor must comply with federal, state, and local laws and regulations including nondiscrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.
- The employer must return the work permit to the issuing officer upon termination of the minor's employment.

Directions: Please type or print using black ink pen. Back of this form must have summary of requirements to be valid.

Section I: Each Box <i>must be</i> Completed by Minor Applicant and Parent/Guardian					
Name of Minor (First, Middle, Last):		Address:		City:	ZIP:
Age:	Date of Birth Month/Day/Year:	Last Four Digits of Social Security Number:		Contact Telephone Number for Minor:	
Name of School (present or last attended):		Address:		City:	ZIP:
Last Grade Completed: School Status (check one): <input type="checkbox"/> in school <input type="checkbox"/> home school <input type="checkbox"/> on-line/virtual/cyber school <input type="checkbox"/> not attending school				Type of Business (i.e., fast food, manufacturing):	
Signature of Minor: (x)		Name of Parent/Guardian (circle one):		Parent/Guardian Telephone Number:	

Section II: Each Box <i>must be</i> Completed by the Employer - Offer of Employment					
Name of Business:		Address:		City:	ZIP:
Earliest Starting Time 7:00 a.m. No Earlier than 7:00 am No Earlier than 7:00 am	Latest Ending Time 7:00 p.m. 7:00 pm (Labor Day – June 1) 9:00 pm (June 1 – Labor Day)	Non School Days: No more than 8 work hours <i>non-school days only</i>	School Days No More than 3 work hours school days Monday-Friday	Minor may not more than 6 days per week	40 total combined school and work hours per week: No more than 3 work hours after school Monday - Friday
Applicant's Job Title:	Hourly Wage:	Name Job Duties/Tasks to be Performed by Minor:		Name Equipment/Tools to be Used by Minor:	
Signature of Employer: (x)		Title:		Telephone:	Date:

Section III: Each Box <i>must be</i> Completed by School's Issuing Officer – Must be Signed by the Issuing Officer to be Valid		
This is to certify that: (1) the minor personally appeared before me, (2) this form was properly completed, (3) listed job duties are in compliance with state and federal laws and regulations, (4) listed hours are in compliance with state and federal laws and regulations, (5) this form was signed by student and employer, and I authorize the issuance of this work permit.	Evidence of Age Confirmed by (issuing officer checks one):	
	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of Arrival in the U.S. <input type="checkbox"/> Driver's License <input type="checkbox"/> Hospital Record of Birth <input type="checkbox"/> School Record <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> Other (describe)	
	Number of Hours in School per Week, when School is in Session: (add + add) Number of Hours able to Work while Attending School = No More than 40	
Name of School District:	Printed Name of Issuing Officer:	
Address:	Signature of Issuing Officer:	
City, State, ZIP:	(x)	
Telephone Number:	Title:	
	Issue Date:	

Summary of Requirements CA-6 MICHIGAN WORK PERMIT AND AGE CERTIFICATE

The **minimum age for employment is 14 years** except that a minor 11 years of age or older may be employed as a youth athletic program referee or umpire for an age bracket younger than his/her own age or as a golf or bridge caddy; 13 years of age or older may be employed to perform services which entail setting traps for formal or informal trap, skeet and sporting clays shooting events or in some farming occupations described in section 4(3) of the Youth Employment Standards Act 90 of 1978. ***Adult supervision is required, at all times.***

Who Needs a CA-6 Work Permit? A minor who is 11 to 13 years of age employed in certain occupations (*referenced above*) or 14 and 15 years of age not specifically exempt from the Youth Employment Standards Act (P.A. 90 of 1978). This completed pink CA-6 work permit allows a minor to be employed only by the employer at the location listed in Section II until a minor turns 16; then, minor completes yellow CA-7 Work Permit. A minor who does home, cyber, virtual, on-line school or who does not attend school must be issued a work permit from a State of Michigan authorized school issuing officer or person authorized by that chief administrator in writing.

Who Issues the Work Permit? The issuing officer is the chief administrator of a school district, intermediate school district, public school academy, or nonpublic school, or a person authorized by that chief administrator, in writing, to act on his/her behalf.

Employment of Minors: A person under 18 years of age shall not be employed in, about, or in connection with an occupation that is hazardous or injurious to the minor's health or personal well-being or which is contrary to standards established by state and federal acts, (*i.e., construction, slicers, motor vehicle operation, power-driven machinery*).

Instructions for Completing and Issuing:

1. The Minor obtains the pink CA-6 from the Issuing Officer of the school district and completes Section I.
2. The Minor takes the pink CA-6 form to the person (Employer) proposing to employ the minor who completes Section II.
3. The Employer gives the pink CA-6 back to the minor to return to the Issuing Officer who verifies the age of minor using the best available evidence (*reference 409.105 of Public Act 90 of 1978*) and ensures compliance with state and federal laws and regulations.
4. The Work Permit is issued by the Issuing Officer who sign and date the form in Section III.
5. The Issuing Officer makes a copy of the pink CA-6 and place in minor's permanent school file and gives original to the Minor to return to the Employer.
6. The Minor returns the completed original pink CA-6 work permit, front and back, to the Employer **before** beginning work.

The failure or refusal to issue a work permit by the school may be appealed by the minor in accordance with Public Act 306 of 1969.

Employer's Responsibilities:

- Must have a completed pink CA-6 work permit, front and back, form **before** a minor begins work.
- Must keep the original pink work permit, front and back, form at the place of employment.
- Must provide, at all times, supervision (ongoing instruction and guidance) by the employer or an employee who is 18 years of age or older.
- Must comply with federal, state, and local laws and regulations including nondiscrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.
- Must maintain adequate time records including number of hours worked each day along with starting and ending times required by Public Act 90 of 1978, as amended, and be made available for inspection by an authorized representative of the department.
- Must return the work permit to the issuing officer upon separation of the minor's employment.
- Must post required work place posters at work site which may be downloaded at www.michigan.gov/mde .

Issuing Officer's Responsibilities: Upon application, ***in person by the minor desiring employment***, examine and approve information is not incomplete and work is not hazardous/injurious and is not in violation of state or federal laws and regulations.

14 and 15 Year Old work hours covered by Federal Law (business gross annual sales exceed \$500,000 or interstate commerce):

1. No more than 3 hours on school days (Monday - Friday) after school while school is in session
2. No more than 8 hours on non-school days or when school is not in session.
3. No more than 40 combined school and work hours in one week (Sunday - Saturday).
4. Not before 7:00 a.m. and no later than 7:00 p.m. (September Labor Day – June 1).
5. Not before 7:00 a.m. and no later than 9:00 p.m. (June 1 – September Labor Day).

14 and 15 Year Old work hours covered by State Law:

1. No more than 6 days in one week.
2. No more than a weekly average of 8 hours per day.
3. No more than 10 hours in one day.
4. Not employed during school hours.
5. Not more than 5 hours continuously without a documented and uninterrupted meal or rest period, at least 30 minutes or more.
6. Not before 7:00 a.m. and no later than 9:00 p.m.

Michigan Youth Employment Standards Act (P.A. 90 of 1978): For information about the law, rules, and regulations contact the Office of Career and Technical Education, PO Box 30712, Lansing, MI, 48909 (517-335-6041) or www.michigan.gov/mde and click "Programs & Offices", then click "Career & Technical" and select 'Youth Employment'.

Federal Fair Labor Standards Act: For information about 14 and 15 years of age child labor provisions, contact the U.S. Department of Labor, Wage and Hour Division (1-866-4USWAGE) or www.youthrules.dol.gov.

Revocation of Permit: A permit may be revoked by the school issuing officer if: (1) ***poor school attendance results in performance of school work at a level lower than that prior to beginning employment*** or (2) ***the Michigan Department of Education/U. S. Department of Labor informs the school of an employer's violations of state or federal laws or regulations***. The minor shall be informed of the appeal process and shall be given instructions as to the initiation of the appeal process by the school.