





Work Based Learning

Paid Internship

A planned, structured learning activity that takes place in a workplace for a limited amount of time. The purpose is to provide the job seeker with the opportunities for career exploration and skill development, and is a mentoring, no cost opportunity for the employer. A work experience may be in the private, non-profit, or public sectors.

Examples:

Any entry level position with a company that helps workers gain employable, handson skills.

IE: maintenance, cook, housekeeper, customer service agent, etc Success Story

Notes:

- May work up to 520 hours; cannot exceed 40 work hours per week.
- Participant wages, workers comp, and liability are covered by WIOA funds.
- Biweekly evaluations and timesheets are completed by the worksite.
- Opportunity to build soft and technical skills; builds experience and exposure.





Work Based Learning

Employer Process of Internship Worksite

Identify Job Title List Duties and Responsibilities

Sign Agreement and Complete Worksite Orientation

Complete Biweekly Timesheets

Develop and Mentor Participant for up to 520 hours



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Oklahoma Works Centers Information

Service Area Information



