



TOOLS

Student Checklist for Youth/Pre-Apprenticeship

Use this checklist as a quick reference to ensure you have completed all the steps detailed in this guide.

Before the Youth/Pre-Apprenticeship

- Complete the **Youth/Pre-Apprenticeship Application**.
- If you need help finding a youth/pre-apprenticeship after looking on **Connect 2 Business** or **Oklahoma Works**, let your teacher know.
- Get **Youth/Pre-Apprenticeship Permission** form to be signed.
- Turn in signed **Youth/Pre-Apprenticeship Permission** form.
- Provide any contact information for your worksite supervisor and your teacher that can improve communication.

During the Youth/Pre-Apprenticeship

- Journal on the connection between what is learned at school and at the experience.
- Participate in ongoing reflection activities and skill building classroom assignments.

After the Youth/Pre-Apprenticeship

- Complete and send thank-you note to worksite supervisor/community partner. Electronic methods are acceptable.
- Complete **Youth/Pre-Apprenticeship Evaluation** and journal activities.
- Update your resume on **OKCareerGuide.org** based on any new skills and experience.
- Update your **My Documents** on **OKCareerGuide.org** with any documentation of your project.