



# Work-4-Credits Program

[www.con-ed.ca](http://www.con-ed.ca)



**The Work-4-Credits Program provides employed adults who are unable to attend day school, the opportunity to earn high school credits toward their Ontario Secondary School Diploma (OSSD) while at work receiving pay.**

- One credit can be earned for every 110 hours on the job
- Credits are earned based on meeting job expectations
- Candidates must be 18 years of age, not enrolled in a high school, and currently employed

## Earn High School Credits!

### Employee Responsibilities

- Meet with the teacher of the Work-4-Credits program
- Complete program registration form
- Pay a \$20 non-refundable registration fee
- Complete a pre-placement package within 1 week of registration

Once the pre-placement package is complete, the student, employer and teacher sign an Agreement Form to indicate that the employer supports the employee in the program.

Once signed, hours of paid work can start to count toward credit(s).

In the Work-4-Credits program, students must complete and submit some assignments.

### Employer Responsibilities

- Confirm insurance coverage for the work placement
- Sign weekly log sheet completed by the student
- Discuss placement expectations

**Call today to register!**

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