

**CA Work Permit Requirements:** Minors employed in the state of California must have a Permit to Employ and Work (commonly referred to as a “work permit”). Work permits are typically issued by the school where the student is enrolled. Work permits indicate the duties and location where the work will be done as well as the number of hours a minor may work. In the event that the minor is not an employee and is classified as an unpaid trainee for educational or academic purposes, a work permit is not required. However, a "Request for Volunteer/Unpaid Trainee Authorization for California Minors" (CDE Form B1-6) may be completed to inform the parent/guardian, the local educational agency and worksite supervisor of the minor’s placement.

\*\*\*\*\*

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION

**REQUEST FOR VOLUNTEER/UNPAID TRAINEE AUTHORIZATION FOR MINOR** CDE Form B1-6 (Rev. 04-12)

**Minor’s Information** *(Print Information)*

_____	_____	_____
Minor’s Name <i>(First and Last)</i>	Home Phone	Birth Date
_____	_____	_____
Home Address	City	Zip Code

**Local Education Agency Information** **(School District)**

_____	_____	
LEA Name	LEA Phone	
_____	_____	_____
LEA Address	City	Zip Code

List educational program for this placement: \_\_\_\_\_

**To be filled in by employer or agency of placement.**

_____	_____	
City of Santa Ana	714-647-5340	
_____	_____	
Business or Agency of Placement Name	Business Phone	
_____	_____	_____
20 Civic Center Plaza, M-24	Santa Ana	92701
_____	_____	_____
Business Address	City	Zip Code

Minor’s services during volunteer/unpaid training: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

_____	_____	_____
Employer’s Name <i>(Print First and Last)</i>	Employer’s Signature	Date

**To be signed by parent or legal guardian.**

*As the parent or guardian, I hereby grant permission to the above minor to volunteer or be placed for unpaid training.*

*I hereby certify that, to the best of my knowledge, the information herein is correct and true.*

_____	_____	_____
Parent/Guardian’s Name <i>(Print First and Last)</i>	Parent/Guardian’s Signature	Date

**Certification**

*In compliance with California Education Code 51769, subject to certain exceptions, during the educational unpaid training placement, the LEA is responsible for providing worker’s compensation insurance covering that minor.*

*I hereby certify that, to the best of my knowledge, the information herein is correct and true.*

_____	_____	_____
Authorizing Personnel’s Name and Title <i>(Print)</i>	Authorizing Personnel’s Signature	Date

Copy–Local Education Agency; Employer or Agency of Placement; Parent or Legal Guardian