

## Work Permit Issuance Requirements Checklist

An "issuing officer" is a chief administrator of an intermediate or local school district, public school academy, or nonpublic school in which a minor resides or in which the minor's place of employment is located or an individual designated in writing to act on his or her behalf.

- Prescribed work permit form, most recent version, must be used
    - CA-6 for minors under 16 years of age - print on pink paper
    - CA-7 for minors 16 to 17 years of age - print on yellow paper
    - Instructions for completion - print on back of work permit form
  
  - Section I: Minor's Section
    - Minor's name
    - Minor's address
    - Minor's date of birth
  
  - Section II: Employer's Section
    - Employer's name
    - Employer's address
    - Minor's hours of employment
    - Minor's occupation and industry
    - Minor's wage rate
    - Employer's or representative's signature
  
  - Information in minor's and employer's sections (Sections I and II) must be properly completed; all boxes must be filled in
  
  - Section III: Issuing Officer's Section
    - Minor appears in person
    - Verifies minor's age
    - Checks compliance with state and federal laws and rules
    - Confirms deviations from applicable standards
    - Completes number of hours in school per week
      - Home Schooled Minors:
        - Honors request from home schooled minors
        - Home schooled minor provides a signed, written statement from parent or guardian, as instructor of record, indicating how many hours per week student is home schooled
        - Reviews statement and issues work permit with those hours reflected
        - Attaches original statement to original work permit for employer
        - Attaches copy of statement to school's copy of work permit
    - Completes name, address, and telephone number of school
    - Signs and dates work permit form after assuring all section III boxes are filled in
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- Issuing Officer keeps copy of work permit, deviation, and any other documentation connected to work permit in school file until graduation plus 7 years

Issuing officer may refuse to issue a work permit for a hazardous occupation, when the minor's information is incomplete, or minor's employment is in violation of federal or state law or rule. Issuing officer may revoke a work permit if poor school attendance results in a level of school work lower than that prior to the beginning of employment by following the work permit revocation process outlined in Section 7(1)(a) of the Youth Employment Standards Act 90 of 1978. Issuing officer must revoke a work permit if notified by the Michigan Department of Education, or United States Department of Labor.