**WBLI Assurances Signature Letter**

***Submit this Signed Assurances letter.***

The DISTRICT/INSTITUTION NAME HERE assures that the following have been included as part of the application and that it will abide by each requirement:

1. School will designate a staff member, or hire a staff member, to be the Work-Based Learning Coordinator, who will work directly with students and employers to fill internship/ pre-apprenticeship positions.
2. Coordinator will have a work schedule that permits regular site-visits to potential WBL sites, current employers, and other businesses partners, and attendance at professional development and networking opportunities.
3. School will commit to participating in the WBLI for three-years.
4. School must agree to enter into Memorandums of Understanding (MOUs) with various employers. The MOU should have a specific Scope of Work and describe the roles and responsibilities between all entities involved, including school administration, business owners, students, and other employers. Partnerships shall include:
* meaningful work-based learning experiences in alignment with student pathways; and
* CTE courses that use career and technical education standards to support core academic growth.
1. Commit to ongoing stakeholder engagement with community, student, and workforce including employer input/feedback into curriculum modification for CTE courses that prepare students for WBLI experiences.
2. Evidence of tribal consultation to satisfy the goals of **Indian Education Act (IEA) 22-23A NMSA 1978** Article 23A including documentation of tribal consultation submitted annually to the department.

*I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that I am authorized to submit this application. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable State laws and regulations, application guidelines and instructions and that the requested budget amounts are necessary for the implementation of this project. It is assured that, if awarded, such funds will be utilized in accordance with the New Mexico procurement code. It is understood that this application constitutes a proposal and, if accepted by the New Mexico Public Education Department or renegotiated to acceptance, will form a binding agreement. It is also understood that immediate written notice will be provided to the Application Manager if at any time the applicant learns that its certification was erroneous by reason of changed circumstances.*

As the duly authorized representative of the applicant, I hereby certify that the information herein is true and correct and the applicant will comply with the above certifications and assurances.

Superintendent/Director

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal Signature/Leader Signature

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_