

## CTEp Internship Site Documentation Checklist

Instructor Name: Internship Term: Site Visit Date: Site Name: Site Supervisor: Site Supervisor's Signature	
Site Supervisor Initial Rec'd	Form Name
	Copy of Signed CC/CCTE Agreement CC = Community Classroom (Unpaid Internship) CCTE = Cooperative Career Training Education (Paid Internship)
	Student(s) ITP (Individualized Training Plan) (Each Student)
	Emergency Treatment Authorization (NCR)
	Emergency Contact Information (District Specific)
	Student(s) Evaluation (Each Student)
Notes:	