



InTERS WBL Reporting

In addition to the WBL hours, the following information is collected in InTERS for all WBL experiences. The table below provides the list of fields that need to be reported, reporting timeframes, and explanations of each field. Unless otherwise noted, each field is required regardless of the course code utilized for the experience to count towards diploma seal WBL hour requirement and be eligible for personalized elective credits. Where CTE funding is applicable, all requirements of the course code must be met to receive funding. The CTE team has also provided a [WBL reporting template](#) to assist in uploading information to InTERS.

Field	When to Report	Meaning
Employer Partner	Fall	The employer partner is the company/business/entity who supports the WBL experience. This should be completed even if the experience is taking place within a school setting to demonstrate how the experience is incorporating the required element of interaction with industry professionals. • Student tracking operates on a 1 employer partner = 1 experience validation limit. Duplicate experience entries under a single employer will not be permitted. • The system will automatically select, evaluate, and total the student's top 3 experiences to determine overall completion benchmarks. NOTE: If a student participates in multiple experiences with the same employer partner, ensure the employer's name is reported the same to ensure the two separate placements are captured as one experience towards the student's three (3) available experiences to meet diploma seal requirements.
Employ Start	Fall	Employ start indicates the valid and verified start date of the WBL placement.
Employ End	Spring	Employ end indicates the end date of the WBL placement.
WBL Placement Site	Fall	The WBL placement site is the location where the experience takes place. This can be the student's school or career center if relevant to the experience.
Employ Type	Fall	Entities must first select either paid (P) or unpaid (U) for employment type. Then entities select an option from the types of experiences listed in the WBL Menu of Experiences.



		Employment classifications: The student enrollment record must explicitly define at least 2 employment types.
Expected OTJ Hours	Fall	The expected on-the-job (OTJ) hours reflect the planned time the student will have in their placement. Actual hours will be reported at the end of the experience, but this field should be filled with the expected hours based on the training plan and agreement signed by student, school, employer, and parent/guardian. • A minimum of 75 expected OTJ WBL hours must be documented & maintained for each course entry.
Supervisor	Fall	The person who will serve as the student's primary supervisor during the WBL experience may be a teacher or another school employee for experiences that occur within the school or career center.
Intermediary Name	Fall	The name of the intermediary is the provider that facilitates the student's WBL experience, if applicable. This field is not required.
SOC Code	Fall	Entities should select the Standard Occupational Classification (SOC) code that closely relates to the occupation of the student's WBL experience. A drop down list will populate that can be filtered to help find related SOC codes when submitting WBL experiences. An experience may often correlate to multiple potential codes. Entities are encouraged to select the option that most closely relates to the student's experience based on available information. This may be the general or "Major Group" code when a more specific code is not applicable.
Actual OTJ Hours	Spring	Actual on-the-job (OTJ) hours reflect the total time the student completed at the conclusion of the WBL experience. Perkins V performance alignment: For proper data aggregation on the Perkins Federal Core Indicator of Performance report (5S3), the reported experience must strictly exceed 75+ hours and demonstrate definitive career relation. The student's recorded SOC code serves as the sole metric used to determine an experience's relation to their declared pathway or career cluster. • A student placement must register at least 25 hours to officially count as a valid WBL experience. • Every 75 hours accumulated across approved experiences will generate exactly 1 personalized elective credit. • New red flag report that provides information on sessions where the student received earned credits that do not align with the number of actual WBL hours reported and must meet the definition of 75 WBL hours per earned credit awarded.



Certify Partnership	Fall or Spring	The definition of WBL shared above requires a written partnership agreement and plan between the participant, parent or guardian, school, and employer partner. If “no” is selected, the hours within the reported WBL experience will not be counted towards diploma seal WBL requirements or personalized elective credits. • Every valid experience requires an active, signed partnership agreement and training plan • Please note that WBL DOE/NLPS code 0543 is not classified as a course and currently carries no active requirement constraints within the system.
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