

# **How to Apply for the Career & Technical Education (CTE) Student Internship Program**

1. Complete the Request for CTE Internship form. This form needs to be signed by a parent, your CTE teacher, your guidance counselor, and your school principal.
2. Prepare a cover letter stating your intent to apply for the internship position and attach a copy of your resume.
3. Go to the Brevard Public Schools Website at [www.brevardschools.org](http://www.brevardschools.org). On the left, click on the link entitled 'Employment.'
4. Click on the large blue words [Link to BEACON](#). If you have not used the system before, click to set up a new account. Fill out all the information and click on save. Then click on General Application and fill out the information and click save.
5. Go back to the employment page and scroll down to the blue words [Reference Form](#) and click on them. You must have three references. One of these forms should be given to your CTE teacher. If you have listed previous employment on your resume and application, you must obtain a reference from your most recent place of employment.
6. Collect your completed documents and ask your teacher to put them in the courier to Dr. David Baldaia at the Office of Career & Technical Education at ESF. Once your documents have been received, you will be contacted regarding an interview.

**What happens next? If the hiring department supervisor offers you an internship position, you will then need to complete the following steps. Act quickly, you are expected to begin working as soon as possible after school opens!**

7. **Immediately** inform your guidance counselor that you are being hired as a CTE Intern and that you will need a schedule change to be enrolled in the appropriate CTE Co-op OJT course, so that you can earn elective credit for your internship.

8. In order to be ready to start work in August, you will have to **complete the fingerprinting and drug testing prior to your start date**. Your hiring department will assist you with this process. You will be responsible for paying the cost of fingerprinting (\$57.25), drug testing (\$25), and student accident insurance (\$11).
9. Payment for fingerprinting must be made prior to coming to the Office of District Security at the Educational Services Facility (ESF) in Viera. You may pay by credit card by calling the payment center at 1-877-357-7456 or online at [www.flprints.com](http://www.flprints.com). You may also pay with a money order payable to Fingerprint Services, LLC. You must have your valid Florida driver's license with you when being fingerprinted. Office hours for fingerprinting are 8:30 am to 4:30 pm Monday through Thursday. If you are paying by credit card at the ESF Office, you must pay prior to 5:00 pm.
10. Drug testing is handled by your hiring department. You must bring \$25 in cash or check with you. Timing is critical—You must complete the drug test within 24 hours of paying for the drug test.
11. Once hired you will also need to purchase student accident insurance at a cost of \$11. Submit proof of your insurance purchase to Dr. David Baldaia in the Office of Career & Technical Education.
12. If you have any questions regarding this process, contact Dr. David Baldaia in the Office of Career & Technical Education by calling 633-1000 extension 398 or emailing [Baldaia.davidr@brevardschools.org](mailto:Baldaia.davidr@brevardschools.org).