

## YST Employer Approval Process

### New employers to the YST program

The YST employer approval process is for all new employers that would like to host 16-17-year-old student learners for a paid work experience through a participating YST program. **Please always use forms located on the YST web page as they may be occasionally updated.** [YST Employer Approval Forms](#)

<b>STEP 1.</b> (Employer)	<b>Employer submits the following to YST program staff:</b> <ol style="list-style-type: none"> <li>1. Copy of employer workers' compensation declaration page</li> <li>2. Current Experience Modification rate</li> <li>3. Completed Machine/Tool/Equipment Review (Form 1)</li> <li>4. If the safety meeting will be conducted virtually, pictures or videos of the machines/tools/equipment are also required</li> </ol>
<b>STEP 2.</b> (School)	<b>Class syllabus:</b> School provides a class description or class syllabus for the industry related class(es) a student takes prior to or in conjunction with paid work experience. *May be completed during YST School Approval
<b>STEP 3.</b> (YST staff, DLI safety consultant and employer)	<b>YST safety meeting:</b> In person or virtual meeting to discuss the submitted documentation and to review all machines/tools/equipment that employers would like 16-17-year-old student learners to use as part of a paid YST work experience.
<b>STEP 4.</b> (DLI and Employer)	<b>YST Statute review and approval: (Form 2)</b> <i>Form is completed by YST program staff then reviewed and signed by the employer supervisor.</i> This form includes YST statute, approved machines/tools/ equipment and required PPE for student learners.
<b>STEP 5.</b> (Employer, student, parents and school)	<b>Training Agreement: (Form 3)</b> All parties complete and sign this form. Form is submitted to YST program staff prior to students starting a paid work experience. Copies are kept on file at the employer site and at the school the student attends.

## Non-hazardous settings with no hazardous equipment

This process only applies to new employers in settings that DLI determines to be non-hazardous and when DLI verifies that no hazardous equipment will be used by 16-17-year-old student learners (i.e., information technology, office setting).

<b>STEP 1.</b> (Employer)	<b>The employer submits the following to the YST program staff:</b> 1. Copy of employer workers' compensation declaration page. 2. Current Experience Modification rate 3. Job description for YST student learners
<b>STEP 2.</b> (School)	<b>Class syllabus:</b> School provides a class description or class syllabus for the industry related class(es) a student takes prior to or in conjunction with paid work experience. *May be completed during YST School Approval
<b>STEP 3.</b> (YST staff and employer)	<b>YST meeting (OPTIONAL):</b> In person or virtual meeting to review submitted documentation, discuss the paid work experience and answer questions.
<b>STEP 4.</b> (Employer, student, parents, and school)	<b>Training Agreement: (Form 3)</b> All parties complete and sign this form. Form is submitted to YST program staff prior to students starting a paid work experience. Copies are kept on file at the employer site and at the school the student attends.

To access forms and for further information about the YST program, please visit [www.dli.mn.gov/yst](http://www.dli.mn.gov/yst).

Contact Jo Daggett, Nimo Samatar or Faye Blough with any questions.

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