

**State of Michigan
 Combined Offer of Employment and Work Permit/Age Certificate
 CA-7 for minors 16 and 17 years of age**

Permit Number for School Use (optional)
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Employer Information:

- The employer must have a completed front and back yellow work permit form on file **before** a minor begins work.
- The employer or an employee who is 18 years of age or older must provide competent adult supervision at all times.
- The employer of the minor must comply with federal, state, and local laws and regulations including nondiscrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.
- The employer must return the work permit to the issuing officer upon termination of the minor's employment.

Directions: Please type or print using black ink pen. ALL FIELDS MUST BE COMPLETED. Back of this form must have summary of requirements.

Name of Minor:		Address:		City:	ZIP:
Age:	Date of Birth Month/Day/Year:	Last Four Digits of Social Security Number:		Contact Telephone Number for Minor:	
Name of School (present or last attended):		Address:		City:	ZIP:
Last Grade Completed: School Status (check one): <input type="checkbox"/> in school <input type="checkbox"/> home school <input type="checkbox"/> online/Cyber/Virtual school <input type="checkbox"/> not attending school				Type of Business (i.e., fast food, manufacturing):	
Signature of Minor: (x)		Name of Parent/Guardian (circle one):		Parent/Guardian Telephone:	

Name of Business :		Address:		City:	ZIP:
Earliest Starting Time 6:00 a.m. No earlier than 6:00 am No earlier than 6:00 am	Latest Ending Time 10:30p.m. No later than 10:30 pm(Sun-Thurs) No later than 11:30 pm (Fri-Sat)	Hours per Day: No more than 8	Number of Days per Week: No more than 6 per week	Total Hours of Employment: No more than 24 when school in session; No more than 48 when school not in session	
Applicant's Job Title:	Hourly Wage:	Name Job Duties/Tasks to be Performed by Minor:		Name Equipment/Tools to be Used by Minor:	
Will the minor be working under an hours deviation granted by the Michigan Department of Education? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach the Individual Application for Hours Deviation for 16 and 17 Year Old Minors along with this original yellow CA-7 and mail to: MDE/OCTE P.O. Box 30712, Lansing, Michigan 48909 , for approval					
Signature of Employer: (x)		Title:		Telephone:	Date:

This is to certify that: (1) the minor personally appeared before me, (2) this form was properly completed, (3) listed job duties are in compliance with state and federal laws and regulations, (4) listed hours are in compliance with state and federal laws and regulations, (5) this form was signed by student and employer, and I authorize the issuance of this work permit.	Evidence of Age Confirmed by (issuing officer checks one):		Number of Work Hours per Week, when School is in Session:
	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Certificate of Arrival in the U.S.	No more than 24 hours per week
	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Hospital Record of Birth	Number of Work Hours while school is not in session (Summer, Spring, Xmas vacation):
	<input type="checkbox"/> School Record	<input type="checkbox"/> Baptismal Certificate	No more than 48 hours per week
	<input type="checkbox"/> Other (describe)		
Name of School District:	Printed Name of Issuing Officer:		Title:
Address:	Signature of Issuing Officer: (x)		Issue Date:
City, State, ZIP:			
Telephone Number:			

Summary of Requirements CA-7 MICHIGAN WORK PERMIT AND AGE CERTIFICATE

The **Minimum Age for Employment is 14 years** except that a minor 11 years of age or older may be employed as a youth athletic program referee or umpire for an age bracket younger than his/her own age or as a golf or bridge caddy; 13 years of age or older may be employed to perform services which entail setting traps for formal or informal trap, skeet and sporting clays shooting events or in some farming occupations described in section 4(3) of the Youth Employment Standards Act 90 of 1978. **Adult supervision is required, at all times.**

Who Needs a CA-7 Yellow Work Permit? A 16 or 17 year old minor attending any type of schooling (***including but not limited to home school – cyber school – online school – virtual school***) or not attending school or is an out of state resident and not specifically exempt from the Youth Employment Standards Act (P.A. 90 of 1978) sections **409.116; 409.117; 409.118; 409.119**. This completed (all sections I, II, III) yellow CA-7 work permit allows a minor to be employed, only by the employer at the location, listed in Section II; therefore, **minor shall not begin** employment in an occupation regulated by this act until the person proposing to employ the minor procures and keeps on file at the place of employment a completed original yellow CA-7 which is valid **until minor turns 18 or graduates**, as long as the minor works for the same employer.

Who Issues the Work Permit? A State of Michigan issuing officer is the chief administrator of a school district, intermediate school district, public school academy, or nonpublic school, or a person authorized by that chief administrator in writing to act on his/her behalf.

Employment of Minors: A minor under 18 years of age shall not be employed in, about, or in connection with an occupation that is hazardous or injurious to minor's health or personal well-being or which is contrary to standards established by state and federal acts, (i.e., construction, slicers, motor vehicle operation, power-driven machinery).

Instructions for Completing and Issuing:

1. The Minor obtains the yellow CA-7 from a State of Michigan Issuing Officer of the school district and completes Section I.
2. The Minor takes the yellow CA-7 to the Person/Employer proposing to employ the minor to complete Section II.
3. The Employer/Person gives the yellow CA-7 back to the minor to return to the State of Michigan Issuing Officer who verifies age of minor (using best available evidence **409.105 of Public Act 90 of 1978**) and ensures compliance with state and federal laws and regulations.
4. The State of Michigan Issuing Officer, after reviewing all information in Sections I, II and III then sign and date in Section III.
5. The State of Michigan Issuing Officer makes copy of CA-7 and place copy in minor's permanent school file and returns original to the minor.
6. The Minor gives completed original yellow CA-7 Work Permit to the Employer/Person listed in Section II **before** beginning work.

The failure or refusal to issue a work permit by the school may be appealed by the minor in accordance with Public Act 306 of 1969.

Employer's Responsibilities: The issuance of a work permit **does not authorize** employment of minors contrary to state or federal laws and regulations.

- Must have a valid (front and back) and completed original yellow CA-7 Work Permit form **before** a minor begins work.
- Shall keep the original yellow work permit form and any approved deviation with parental consent on file at the place of employment.
- Must provide competent adult supervision, at least 18 years of age or older, at all times.
- Must comply with federal, state, and local laws and regulations including nondiscrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.
- Records required by Public Act 90 of 1978, as amended, must be maintained and made available for inspection by an authorized representative of the department.
- Must return the work permit to the issuing officer upon termination of the minor's employment.
- Must post all required work place poster at work site/work location; "Posting Requirement" may be downloaded at www.michigan.gov/mde.

Issuing Officer's Responsibilities: A copy of the CA-7 and any Michigan Department of Education deviation forms shall be filed in the minor's permanent school file. Work permits shall not be issued if the work is hazardous or injurious, information is incomplete, or if the minor's employment is in violation of state or federal laws and regulations.

Minors 16 or 17 Years of Age Work Hours:

1. No more than 6 days in one (1) week.
2. No more than a weekly average of 8 hours in one (1) day.
3. No more than 10 hours in one (1) day.
4. No more than 24 work hours in one (1) week when school **is in** session **regardless** of the number of school hours.
5. No more than 48 work hours in one (1) week when school **is not** regularly in session (Christmas, Spring or Summer vacation, etc.)
6. Not more than 5 hours continuously without a documented and uninterrupted 30 minutes or more meal or rest period.
7. Sunday - Thursday between the hours of 6:00 a.m. and 10:30 p.m.
8. Friday - Saturday between the hours of 6:00 am and 11:30 p.m., and not regularly attending school (i.e., summer vacation, etc).

Hours Deviations: At any time an employer may apply through the Office of Career and Technical Preparation for a General Hours or an Individual Application for Hours Deviation allowing the minor to work beyond the legal hours of employment allowed by the act (**409.120(2)**).

Michigan Youth Employment Standards Act (P.A. 90 of 1978): For information about the law, rules, and regulations contact the Office of Career and Technical Preparation, PO Box 30712, Lansing, MI, 48909, phone 517/373-3373, www.michigan.gov/octp and click on 'Career Preparation System', then select 'Work Based Learning Guide For Risk Management' and go to section 6.

Federal Fair Labor Standards Act: For information about federal child labor provisions contact the U.S. Department of Labor, Wage and Hour Division, at 1-866-4USWAGE or www.youthrules.dol.gov.

Revocation of Permit: A permit may be revoked by the school issuing officer if: (1) poor school attendance results in a level of school work lower than that prior to beginning employment or (2) the Michigan Department of Education/U.S. Department of Labor informs the school of an employer's violations of state or federal laws or regulations. Any minor who has a permit revoked shall be informed of the appeal process by the school.

**INDIVIDUAL APPLICATION FOR HOURS DEVIATION
FOR 16 AND 17 YEAR OLD MINORS**

Michigan Department of Education
Office of Career and
Technical Education
P.O. Box 30712
Lansing, Michigan 48909

Telephone#: (517) 335-6041
Facsimile#: (517) 373-8776
www.michigan.gov/mde

FOR OFFICE USE ONLY

Approval Date: _____

Expiration Date: *Minor's 18th birth date
and/or graduate*

Authority: Act 90, Public
Acts of 1978 as amended

MDE is an equal opportunity employer/program. Auxiliary aids, services, and other reasonable accommodations are available, upon request, to individuals with disabilities. Call (517) 335-6041 to make your needs known to this agency.

EMPLOYER INFORMATION

IMPORTANT: Deviation of hours cannot be granted unless this form is completed and returned for review and approval. If approved by the Department, the deviation is valid for the purpose indicated. ***An adult supervisor must be present during the period of time during which the minor works.***

Business Name: _____ Telephone Number: _____
Corporate Name: _____ Federal Tax ID# _____
Corporate Mailing Address: _____
City: _____ State: _____ ZIP: _____

MINOR DUTIES/RESPONSIBILITIES TO BE PERFORMED:

Location where minor will work the deviated hours if approved by the Department:

Address: _____
City: _____ State: Michigan ZIP: _____ County: _____

- During the period the employee attends school, the business listed above requests approval to employ the named employee before the hour of 6:00 a.m. or after the hour of 10:30 p.m. as follows:
Sunday through Thursday: no later than 12:00 midnight Friday & Saturday: no later than 2:00 am
- The business requests approval to employ the named employee, not attending school, during the following hours **no earlier than 5:00 am** and **no later than 2:00 am during Winter, Spring, Summer and Christmas break/vacation (school out at least 7 consecutive days Sunday through Saturday)**

EMPLOYEE INFORMATION

Minor's Name (Please Print) _____ Last Four Digits of Social Security Number _____ Date of Birth _____

PLEASE COMPLETE OTHER SIDE

STATEMENT OF SCHOOL ATTENDANCE

NOTE: This section must be signed and dated by school's representative and minor's ORIGINAL YELLOW FRONT AND BACK work permit attached to this form.

The named minor attends school _____ hours per week.

Name and Address of School Attended by Minor

Signature of School Representative

Date

PARENTAL/LEGAL GUARDIAN PERMISSION STATEMENT

I give my permission for _____ to work the deviated hours indicated on this application (***not to exceed 24 work hours in one (1) week when minor is in school and school is in session or 48 work hours when school is not in session***).

Signature of Parent OR Legal Guardian (**Check appropriate Box**)

Date

Print or Type Name of Parent or Legal Guardian

Home Telephone Number

Work Telephone Number

Signature of Employer or Representative

Title

Print Name of Employer or Representative

Date Application Signed

By signing this form the employer certifies that all statements in this application are true and that:

1. Records will be maintained on the premises where the minor is employed, certifying that ***work hours do not exceed 24 in one (1) week if minor is a student in school and school is in session*** OR ***48 work hours when school is not in session*** (effective October 18, 2011)
2. The employment of all minors at this establishment will comply with the provision of Act 90.
3. Records required by Act 90 will be maintained and made available for inspection by an authorized representative of the department.

Any minor employed under the provisions of this deviation shall not be employed:

1. More than six (6) days in one (1) week.
2. An average of 8 hours per day in one (1) week.
3. Ten (10) hours in one (1) day.
4. Subject to subdivision (e), 48 work hours in one (1) week when school is ***not*** in session.
5. 24 work hours in one (1) week, ***if minor is a student in school and school is in session*** (effective October 18, 2011).
6. Not more than 5 hours continuously without a full and documented 30 minute meal or rest break.
4. In violation of any of the Department's standard.

A Parent or Guardian may deny or revoke approval for the minor to work the deviated hours requested.

The Director or their representative of the Department of Education may ***deny or revoke*** a deviation when the employer is in violation of any standard of the Department, or ***modify*** a deviation to comply with a related state or federal standard.

An employer may request a hearing to review a modification or denial by submitting written notice to the department. Upon receipt of the written appeal, a hearing will be scheduled before an administrative law judge, providing the employer an opportunity to justify the deviation.

THIS APPROVAL DOES NOT APPLY IF FEDERAL LAW OR A MUNICIPAL ORDINANCE ESTABLISHES A MORE RESTRICTIVE HOURS STANDARD.

**Michigan Department of Education
Office of Career and Technical Education
John A. Hannah Building
608 West Allegan Street/UP Level
P.O. Box 30712, Lansing, Michigan 48909**

ORIGINAL YELLOW FRONT AND BACK CA-7 YELLOW WORK PERMIT MUST BE SUBMITTED
www.michigan.gov/mde

Before submitting an Application for Individual Hours Deviation, please read these instructions carefully! If the application is not completed as indicated, it will be returned not processed.

COMPLETE THIS APPLICATION IF:

1. Records will be maintained on the premises at the fixed location/work site where the minor is employed certifying that work hours do not exceed 24 work hours in 1 week, if the minor is a student and school is in session (**effective October 18, 2011**), AND
2. A valid work permit issued by a public, charter or private school is obtained, AND
3. All minors at this establishment will be employed in compliance with the provisions of the Youth Employment Standards Act 90 of 1978, as amended, AND
4. Pay and time records will be maintained and made available for inspection by an authorized representative of the Department, AND
5. No minor will be employed for more than six (6) days in one (1) week,
6. No minor will work longer than an average of eight (8) hours per day (*i.e., total hours worked divided by/ number of allowable days - effective October 18, 2011*)
7. No minor will work more than five (5) continuous hours without receiving a documented and uninterrupted interval of, at least, 30 continuous minute meal and/or rest period AND
8. Adult supervision is provided at all times.

COMPLETE THIS APPLICATION BY:

1. Entering the business name and telephone number, AND
2. Entering the corporate name and Federal Tax Identification number, AND
3. Entering the business mailing address, AND
4. Entering the address where the minor will be working the deviated hours, AND
5. Entering ***DETAILED*** description of duties to be performed by minor, AND
6. Entering the deviated hours requested for the minor, AND
7. Entering the signature of the employer or representative, their title, AND
8. Entering the name of the employer or representative and date application signed, AND
9. Entering the minor's first and last name, date of birth, last four digits of social security number, AND
10. Statement of School Attendance: **The school must complete this section including name and address of school attended by the minor and date and signature of the school representative and provide the CA-7 yellow front and back work permit with the deviation application, AND**
11. Parent/Legal Guardian Permission Statement: **ONLY THE PARENT/LEGAL GUARDIAN MAY COMPLETE THIS SECTION (signature, date, print name and home and work telephone# required).**