

Attend the mandatory information session April 11, 2019  
at Education Centre - 20 Education Court @ 7:00 pm

Be registered in full-time HWDSB Secondary School in 2018-19

If you are under 18 you need parental consent to  
participate

**Be able to commit to working EVERY day from July 2  
to July 26 (or to Aug 9 if doing 2 credit coop)**

Be able to complete an online pre-placement  
course (May 13 to June 10)

### 1. QUALIFICATIONS: To participate you must...

## SUMMER COOP PROCESS 2019

Complete Parent Consent Form and  
Teacher Referral Form

Get a Status Sheet from Guidance Office with  
Related Code circled and initialed by Guidance  
Counselor

Complete Summer Coop Online Application, attach -  
teacher referral - parent consent - status sheet -  
resume

IF NOT PLACED - Complete the Placement  
Request Section on the Application Form #

### 2. HOW TO APPLY [www.hwdsb.on.ca/cce/ summer-co-op](http://www.hwdsb.on.ca/cce/summer-co-op)

Starting May 13 - Logon to the HUB  
[home.hwdsb.on.ca](http://home.hwdsb.on.ca) using your HWDSB active  
directory account - access Summer Coop course

Complete all course modules before June 10

### 3. ON-LINE PRE- PLACEMENT COURSE

### 4. GETTING a PLACEMENT

Recruiter will contact you after May 4 if you have not yet  
secured a placement.

Access [www.hwdsb.on.ca/cce/summer-co-op](http://www.hwdsb.on.ca/cce/summer-co-op) page,  
PLACEMENT tab to see potential employers.

Students will call potential employer and set up interview  
and inform recruiter of interview dates and outcomes (with  
the exception of central placements).

Access CONFIRM PLACEMENT tab on Summer  
Coop page to enter details of placement once confirmed.

Student needs to call employer to confirm the  
placement and email them the summer coop calendar.

### 5. CONFIRMING PLACEMENT

Registration Day July 2 - Hill Park School - 465 East - 16th St.

**1 Credit Coop** - 4 weeks (July 2 to July 26) = placement  
appropriate learning must be demonstrated

**2 Credit Coop** - 6 weeks (July 2 to Aug 9) = placement  
appropriate learning must be demonstrated

### 6. STARTING YOUR COOP PLACEMENT

