



**Massachusetts Technical Trades Work and Learning Program  
Co-Op Coordinator Acknowledgment  
2024-2025 Session  
October 28, 2024 – August 21, 2025**

These terms shall govern my participation in the Massachusetts Technical Trades Work and Learning Program (the “Program”):

- 1) I agree to assist intern candidates in the completion and submission of the Program application through the Program’s website. I agree to ensure any and all materials submitted to MassCEC are true and accurate statements of an intern candidate’s qualifications. I agree to comply with all of the [General Terms and Conditions for Student Participation](#) in the Program, as applicable to me.
- 2) I agree to adhere to the guidelines as set forth in Massachusetts General Laws Chapter 74 Manual for Vocational Technical Cooperative Education (<https://www.doe.mass.edu/ccte/pathways/cte/programs/>) and with all applicable federal, state, and local statutes, rules and regulations affecting any term, condition or benefit of employment, including, but not limited to, laws prohibiting discrimination, harassment, retaliation and child labor.
- 3) I acknowledge and agree that participation in the Program is at MassCEC’s sole discretion.
- 4) At no time shall any intern or co-op coordinator be deemed or otherwise considered to be an employee, intern, contractor, subcontractor or agent of MassCEC for any purpose. The terms and conditions of the internship shall be set by the intern, co-op coordinator and the host employer. MassCEC shall have no responsibility, liability or oversight authority whatsoever with respect to the intern or the internship.
- 5) I acknowledge that all MassCEC employees are subject to the Massachusetts Conflict of Interest statute, M.G.L. c. 268A.
- 6) As a public entity, MassCEC is subject to Massachusetts’ Public Records Law, codified at Chapter 66 of the Massachusetts General Laws. Thus, any documentary material, data, or other information received by MassCEC is a public record subject to disclosure. I acknowledge and agree that MassCEC, in its sole discretion, shall determine whether any particular document,

material, data or other information is exempt from or subject to public disclosure. I acknowledge and agree I shall not send MassCEC any confidential or sensitive information.