



How to Apply for Working Papers Virtually

All students between the ages of 14 and 18 must possess a valid **Certificate of Employment** to work legally. To apply for a Certificate of Employment, complete the steps below.

1. A parent/guardian must complete and sign Part 01 of the Application for Employment Certificate (available online at the NYSED Employment of Minors website). The PDF version of the form can be completed and signed electronically. When completed, email the form to your school's Work-Based Learning Coordinator at wbl@westinghousehs.org.
2. The student's physician should also provide a doctor's note on their official letterhead, dated within the last 12 months, and state that **the student is physically fit or fit to work**.
3. After the information above has been provided, the WBL coordinator will schedule a video conference (Microsoft Teams or Google Meet) with you and, parent or guardian. The required documentation will be shared during the video conference. A
 - Picture ID (School ID, NYC ID, NYS ID, or Driver's License)
 - U.S. Birth Certificate or proof of current Alien Resident status or work permit

***Originals preferred, but not required. ***
4. Once this process is completed, the WBL coordinator will mail the card to the home of the student. The student should sign the card upon receipt.