

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)

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.

Section I: Each Box must be Completed by Minor Applicant and Parent/Guardian

| | | | |
|---|--|--|----------------------------|
| Name of Minor: | | Address: | City & ZIP: |
| Age: | Date of Birth (MM/DD/YYYY): | Last 4 Digits of Soc. Number | Contact Number: |
| Name of School (present or last attended): | | School Address: | City & ZIP: |
| Last Grade Completed: | School Status (check one): | Type of Business (i.e., fast food, manufacturing): | |
| <input type="checkbox"/> in school, <input type="checkbox"/> home school, <input type="checkbox"/> online/cyber/virtual school, <input type="checkbox"/> not attending school | | | |
| Signature of Minor: | <input type="checkbox"/> Parent/ <input type="checkbox"/> Guardian Name (check one): | | Parent/Guardian Telephone: |

Section II: Each Box must be Completed by the Employer - Offer of Employment

| | | | |
|--|--|--|--|
| Name of Business: | | Address: | City & ZIP: |
| Earliest Start Time All hours worked Mon-Fri Must be outside of local public school district hours of minor's residence 6:00 am (Saturday-Sunday) | Latest End Time Not later 10:30 pm (Sunday-Thursday) 11:30 pm (Friday-Saturday) 11:30 pm school vacation | Hours per Day No More than 8 | Days per Week: No more than 6 |
| | | | Total Hours of Employment: No more than 24 when school is in session No more than 48 when school is not in session Spring/Summer/Christmas/Winter vacation |
| Applicants Job Title: | Hourly Wage: | Name of Job Duties/Tasks to be Performed by the Minor: | Name Equipment/Tools to be Used by Minor: |
| Individual Application for Hours Deviation for 16 and 17 Year Old Minors along with this original yellow CA-7 must be mail to: MDE/OCTE P.O. Box 30712, Lansing, Michigan, 48909, for approval. | | | |
| Signature of Employer: | Title: | Telephone: | Date: |

Section III: Certification

Each Box must be Completed by a Michigan School's Issuing Officer – Must be Signed by the Issuing Officer to be Valid

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):

Birth Certificate, Driver's License, School Record, Certificate of Arrival in U.S., Hospital Record of Birth, Baptismal Certificate,

Other (Describe):

| | | | |
|---|---|----------------------------------|-------------|
| Number of Work Hours per week, when School is in Session: No more than 24 per week | Number of Work Hours while school is not in session (Summer, Spring, Xmas vacation) No More than 48 per week | | |
| Name of School District: | Address: | City, State, and ZIP: | Telephone: |
| Signature of Issuing Officer: | Title: | Printed Name of Issuing Officer: | Issue Date: |

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

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 if an adult representing the athletic program is on the premises at which the athletic program event is occurring and a person responsible for the athletic program possesses a written acknowledgment of the minor's parent/guardian consenting to the minor's employment as a referee or umpire; or as a golf caddy; or as a bridge caddy at any event sanctioned by the American contract bridge league or other national bridge league association; or 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 farming occupations as 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 minor 16/17 shall not be employed in an occupation regulated by this act until the person proposing to employ the minor procures from the minor and keeps on file at the place of employment a valid and completed, original yellow CA-7 front and back, Combined Offer of Employment and Work Permit/Age Certificate whether a minor attends public or non-public school, private school, home school, cyber school, on-line school, virtual school, and not attending school, dropped out-of-school or out-of-state resident.

16 or 17-Year-Old home school minor seeking employment shall be issued a work permit by the issuing officer of the school district, intermediate school district, public school academy, or nonpublic school in which the minor's residence or prospective employer is located. The minor must present a signed, written statement from the parent or guardian, as the instructor of record, indicating how many hours per week the student is being home schooled. The issuing officer will review the parent/guardian statement and issue the work permit with those hours reflected. The issuing officer will attach the parent/guardian statement to the work permit and keep a copy of the statement with their copy of the work permit filed at the school. (Nonpublic and Home School Information).

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.

The issuance of a work permit does not authorize employment of minor contrary to state or federal laws and regulations.

Issuing Officer's Responsibilities: A copy of the CA-7 and certified record/documentation must 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, information is not accurate, or the minor's employment is in violation of state or federal laws and regulations.***

Employment of Minors: 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 standards of work as established by state and federal regulation (i.e., construction, handling of manual or power slicers, motor vehicle operation, power-driven machinery, hazardous substances, hazardous occupations, etc.).

Instructions:

1. The Minor and parent/guardian completes Section I.
2. The Minor takes the original yellow CA-7 work permit to the person proposing to employ the minor to complete Section II.
3. The person proposing to employ the minor completes Section II and gives the original yellow, front and back, CA-7 work permit back to the minor. The minor must appear, in person, to a State of Michigan issuing officer who examines Sections I and II of the CA-7 work permit for compliance with state and federal laws and regulations, and the minor's certified Evidence of Age.
4. The State of Michigan Issuing Officer, after reviewing Sections I and II completes including signature and date Section III.
5. The State of Michigan Issuing Officer makes copy of the original yellow, CA-7, along with the certified Evidence of Age provided by minor and places copy in minor's permanent school file and returns original yellow CA-7 work permit to the minor.
6. The Minor gives completed original yellow, front and back, CA-7 work permit to the person proposing to employ listed in Section II before beginning work.

Employer's Responsibilities:

- Must have a completed and valid original yellow CA-7 work permit, front and back, **before** a minor begins work.
- Must keep the original yellow CA-7 work permit, front and back, and approved deviation on file at the place of employment.
- Must provide, at all times, competent supervision (ongoing instruction and guidance) by the employer or an employee who is 18 years of age or older.
- 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.
- Must maintain adequate time records including number of hours worked each day along with starting and ending times required by Public Act 90 of 1978, as amended, and be made available for inspection by an authorized representative of the department.
- Must post all required work place poster at work site/work location including "Posting Requirement" may be downloaded at www.michigan.gov/mde.

Individual Application for Hours Deviations: At any time, an employer may apply through the Office of Career and Technical Education for a General Hours or an Individual Application for Hours Deviation For 16 and 17-Year-Old Minors.

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 Education, PO Box 30712, Lansing, MI, 48909, phone 517-335-6041, [OCTE Website \(www.michigan.gov/octe\)](http://www.michigan.gov/octe) and click on 'Youth Employment'.

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

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.