

Permit Number for School Use
(optional)

State of Michigan: Combined Offer of Employment and Work Permit/Age Certificate
CA-6 for minors UNDER 16 years of age

Employer Information:

- The employer must have a completed front and back pink 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): _____

_____ | in school, home school, online/cyber/virtual school, not attending school | _____

Signature of Minor: _____ Parent/ 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 Starting Time: _____ Latest Ending Time: _____ No more than 3 hours per day _____ No more than 6 days _____ Total Hours of Employment: _____
 No earlier than 3:00 pm (Mon-Fri) 7:00 pm (Labor Day – June 1) After 3:00 pm (Mon-Fri) per week No more than 3 hours per day after 3:00 pm
 When school is in session Mon-Fri when school is in session
 No earlier than 7:00 am (Sat-Sun) 9:00 pm (June 1 – Labor Day) Non-school day (Sat-Sun) No more than 8 hours No more than 40 hours during non-school weeks

Applicants Job Title: _____ Hourly Wage: _____ Name of Job Duties/Tasks to be Performed by the Minor: _____ Name Equipment/Tools to be Used by Minor: _____

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 18 hours per week (September Labor Day – June 1st)

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-6 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-6 Pink Work Permit? A minor under 16 years of age not attending any type of schooling, out-of-state resident, ***including but not limited to home school – cyber school – online school – virtual school – Public and Private.*** The ***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 pink CA-6 front and back.

Who Issues the Work Permit? A 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, etc.)

Instructions for Completing and Issuing:

1. The Minor obtains the original pink CA-6 from an employer or a Michigan Issuing Officer of the school district to complete Section I.
2. The Minor takes the original pink CA-6 to the Person proposing to employ the minor to complete Section II.
3. The Person proposing to employ gives the original pink CA-6 back to the minor to return to the Michigan Issuing Officer who verifies age of minor and ensures compliance with state and federal laws and regulations.
4. The Michigan Issuing Officer, after reviewing all information in Sections I and Section II then signs and dates in Section III.
5. The Michigan Issuing Officer makes copy of CA-6 and certified documentation, places copy in minor's permanent school file, and returns original to the minor.
6. The Minor gives completed original pink CA-6 Work Permit to the Person proposing to employ the minor 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 completed original pink CA-6 work permit, front and back, **before** a minor begins work.
- Must keep the original pink work permit, front and back, at the place of employment.
- Must provide, at all times, 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 return the work permit to the issuing officer upon separation of the minor's employment.
- Must post required work place posters at work site which may be downloaded at the Office of Career and Technical Education website (www.michigan.gov/octe).

Issuing Officer's Responsibilities: A copy of the CA-6 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.

14 and 15 Year Old work hours:

1. No more than 3 hours a day on school days (Monday - Friday) after school while school is in session
2. No more than 8 hours a day on non-school days.
3. No more than 18 hours a week during a school week.
4. No more than 40 hours a week during non-school weeks
5. Not before 7:00 a.m. and no later than 7:00 p.m. (September Labor Day – June 1).
6. Not before 7:00 a.m. and no later than 9:00 p.m. (June 1 – September Labor Day).
7. No more than 6 days in one week.
8. Not employed during school hours.
9. Not more than 5 hours continuously without a documented and uninterrupted meal or rest period, at least 30 minutes or more.

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 517/373-3373, OC TE Website (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), 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.