

# RECORDING CDE HOURS

This template is for recording the number of hours completed in a career development experience (CDE). Since participants should receive some form of credit or compensation, the managing organization should work closely with any partners who are also utilizing these records to ensure the information captured is in alignment with any attendance or payroll policies for the participant.

Note: A minimum of 60 hours is required in a CDE for high school students to earn the Illinois College and Career Pathway Endorsement. The 60 hours can be cumulative, so there may be multiple records of hours completed if a participant completes more than one work-based learning experience that qualifies as a CDE.

## CAREER DEVELOPMENT EXPERIENCE RECORD OF COMPLETED HOURS

Participant Name: \_\_\_\_\_

Host Site: \_\_\_\_\_

Host Supervisor: \_\_\_\_\_

Managing Organization Contact: \_\_\_\_\_

[Insert information on payroll schedule and due dates for submitted hourly records.]

Date:	/ /	/ /	/ /	/ /	/ /	/ /	/ /
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time In:							
*Break Out:							
Break In:							
Time Out:							
Total Hours:							

*\*Record any breaks as applicable to comply with host's policies and related labor laws*

[Provide instructions on where and how to submit the form: email, file upload, in-person, etc.]

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Host Supervisor Signature