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## Work Permits



Children under 18 who have not graduated from high school or passed the CHSPE must, under most circumstances, have a work permit in order to hold a job.

If a child is enrolled in a public or charter school independent study program (ISP) or a private school satellite program (PSP) then the school or program is responsible for issuing the permit. Contact your school or program administrator for more information.

If you have established your own private school, then your school can issue work permits if it follows certain procedures. The following information will help you understand and comply with the legal requirements:

### *Process For Obtaining Work Permits*

#### Work Permit Forms

The following forms are available for download on the California Department of Education Website.

- [Statement of Intent to Employ Minor and Request for Work Permit \(CDE B1-1\)](#)
- [Permit to Employ and Work \(CDE B1-4\)](#)
- [Request for Volunteer-Unpaid Trainee Authorization for Minor \(CDE B1-6\)](#)
- [Statement of Intent for Self-Certification for Permit to Employ and Work \(CDE B1-8\)](#)

#### Child Labor Laws

If you are issuing a work permit, you must self-certify that you are familiar with the child labor laws.

The following is a pdf of the Child Labor Laws of the State of California

<http://www.dir.ca.gov/dlse/ChildLaborLawPamphlet.pdf>