



DELAWARE
DEPARTMENT OF
LABOR

WELCOME!

DELAWARE YOUTH WORKFORCE CONNECT CONFERENCE



WAGE & HOUR
ENFORCEMENT



WAGE & HOUR ENFORCEMENT

DELAWARE YOUTH
WORKFORCE CONNECT CONFERENCE

HOUSEKEEPING:

1. Recording
2. Spirit Swag
3. Door Prizes
4. DOL Friends
5. Swag “BFF” Bag



LaKresha Moultrie Secretary of Labor



Marcus Henry NCC County Executive

Lisa Blunt Rochester US Senator for Delaware

Matthew Meyer Governor for Delaware

OGOV Video Placeholder





WAGE & HOUR ENFORCEMENT

Hire ME! Hiring Teen Workers 101;
Get Ready to Work the Right Way



WAGE & HOUR ENFORCEMENT

Our Mission at a Glance

Our Mission:

The Office of Wage & Hour Enforcement within the Delaware Department of Labor is dedicated to **ensuring fair compensation and safe working conditions for all employees, with a strong focus on protecting young workers.** We recognize that hiring minors provides valuable early work experience and skill development.

Our mission is to educate employers on their responsibilities and ensure that youth employment is lawful, supportive, and prioritizes safety—creating a strong foundation for Delaware’s future workforce.

OGOV: Executive Order #1

Understanding Child Labor Laws & Regulations



Key Points of DE Child Labor Laws

- 1. Prevent Exploitation & Unsafe Conditions:** Protect minors from jobs that are too risky or demanding.
- 2. Promote Education & Development:** Ensure work does not interfere with a minor's schooling or personal growth.
- 3. Provide Safe Work Opportunities:** Encourage employers to create age-appropriate jobs for young workers.





Child Labor Laws Overview

- ❖ **Minimum Wage Age:** 14 years old
- ❖ **Minimum Wage Law:** \$15/hr = 1/1/2025
- ❖ **Work Permit Requirement:** Anyone under 18
- ❖ **Work Hour Restrictions:** Vary by age and season, to ensure schooling and rest are prioritized.
- ❖ **Prohibited Occupations:** Certain jobs are off-limits due to safety risks.
- ❖ **Tipped Employees:** Counter-To -Counter service VS Host-To-Table service

The penalties for violating these laws can reach up to **\$10,000** per infraction, with added penalties for interference or retaliation against any employee who files a complaints.



Understanding Work Permits



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Work Permit F.A.Q.

What is a work permit?

A state official agreement between a minor employee and employer that authorizes future employment of a minor.

Who issues the work permit?

A certified and trained issuing officer from the middle and high schools, and the Delaware Department of Labor are responsible for issuing work permits.

What does the process look like?

The minor obtains a work permit from above mentioned location, employer signs the permit and the student returns a copy to the issuing officer for validation.

Where can I obtain a work permit?

Work permits can be obtained at any middle, high school or school district office throughout the state as well as The Delaware Department of Labor.



Work Permit Requirements



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Work Permit Requirements

What age requires a work permit in Delaware?

Any minor under the age of 18 must have a valid work permit. This requirement helps us track employment and enforce regulations.

Where can a minor obtain a work permit?

Work permits are typically available through the minor's school, or they can be accessed through the Delaware Department of Labor's Wage & Hour Office.

How long does it take to receive a work permit?

The work permit process is generally quick, usually taking just a few days once documentation is submitted.





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Work Permit Requirements

Does a new work permit need to be issued for each job a minor takes?

Yes, each new job requires a new work permit. This ensures compliance for every employer the minor works with.

What are the consequences if a minor works without a work permit?

Employers face significant fines, and the employment is not legally recognized, placing both the employer and minor at risk.

How long is an employer required to keep a record of the work permit? Employers are required to keep a work permit on file for three years.



Work Hours & Age-Specific Restrictions



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Work Hours for Minors

Ages 14-15:

School Year: Minors cannot work before 7:00am or after 7:00pm (before June 1st).

Summer: Hours extended to 9:00pm until Labor Day.

Limits: 4/hrs on school days, 8/hrs on non-school days, 18/hrs per school week, 40/hrs per non-school week.

Ages 16-17:

Hours: Combined school & work hours cannot exceed 12 hours in a day.

Non-Hours: Minors must receive 8 consecutive hours of non-work, non-school time each day.

A 30-minute break is required after 5 continuous hours of work for ALL minors under the age of 18.



Prohibited Jobs For Minors



Prohibited Jobs for Minors

Ages 14-15:

- ❖ **Grill Station:** Minors under the age of 15 are NOT permitted to work the grill.
- ❖ **Loading/Unloading:** Includes processing goods, storage, warehouse work.
- ❖ **Freezer/Meat Coolers:** Minors are NOT allowed inside of these containers.

Ages 18 and under:

- ❖ **Meat Slicers:** Minors are NOT permitted to engage or utilize a meat slicer during work shift.
- ❖ **Demo Projects:** Includes any job having to use extreme physical strength or endurance.
- ❖ **Transportation of Persons/Property:** Minors are NOT allowed to transport people from one place to another nor transport property from one place to another using a moving vehicle, regardless of the size.



Understanding Tipped Employees within Employment



“Tipped” Employees

- ❖ **Tipped Employee:** Hostess or Server
- ❖ **Counter To Counter:** Fast Casual, Exempt from employing someone as a “tipped” employee and require full minimum wage.
- ❖ **Host To Table:** Restaurant, allows staff to be compensated by “tips” AND at the hourly tip rate, which is currently \$2.23/hr.

The penalties for violating these laws can reach up to **\$10,000** per infraction, with additional penalties for interference or retaliation against employees who file complaints.



Delaware Work Permit Data

**DELAWARE
OFFICE OF WAGE & HOUR
CHILD LABOR WORK PERMIT
2024**

**84 Issuing
Officers**



**12,800
Work Permits**

Delaware Case Studies



❖ **Extended Hours at a Fast-Food Chain:**

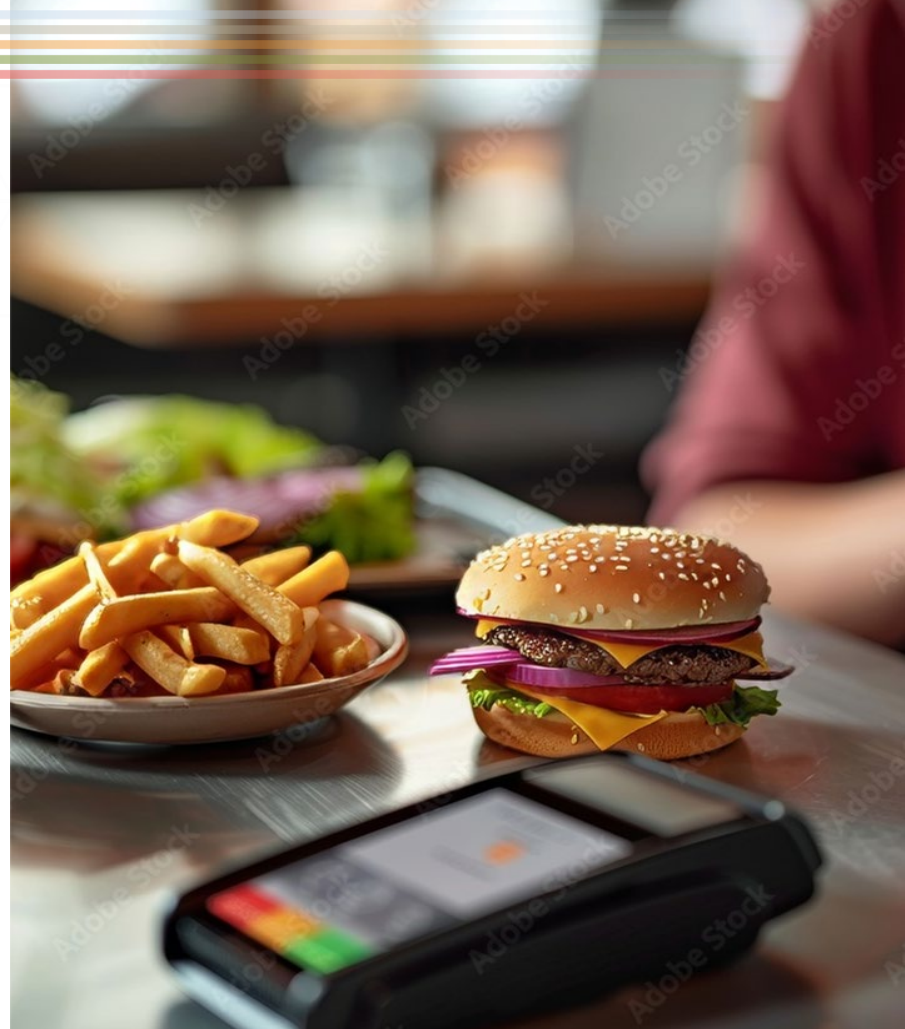
A well-known fast-food chain allowed several 15-year-olds to work late evening shifts that exceeded the permissible hours. This violation led to fines and mandated new scheduling practices to prevent overworking minors.

❖ **Use of Hazardous Tools in Construction**

A 16-year-old was tasked with operating a forklift unsupervised. Not only was this task dangerous, but it also violated Delaware's child labor laws. The employer faced significant penalties and was required to review task assignments for minors.

❖ **Missed Breaks in Retail:**

A retail store employed a 17-year-old for 6-hour shifts without providing the required 30-minute break. After investigation, the store was fined, and a mandatory break policy was enforced.



Creating a Safe & Supportive Environment for Teen Workers in Delaware



Labor Trafficking

Labor Trafficking happens when someone is forced to work through fraud, coercion, or threats.

Examples Include:

- ❖ Not being paid or being underpaid
- ❖ Having personal documents taken away
- ❖ Being threatened with deportation or harm

▶ “Too Good To Be True” Job Ads

*“Want to make \$1,000 a week?
We hire teens 14-18. Call (302) 333-6678 NOW!”*

Ads on telephone poles, vague listings on Indeed, or recruiters who don’t meet in person may be signs of a scam.



**Want to make
\$1,000 a week?
We hire teens
14-18.
Call
(302) 333-6678
NOW!**



Best Practices for Teens

To successfully hire minors and ensure compliance, here are some best practices:

- ❖ **Clear communication is key!** Teens should feel comfortable asking questions, and employers should take time to explain job duties and expectations from day one.
- ❖ **Training matters!** Teens need to be taught how to do the job the right way—and what tasks they can't do under Delaware's labor laws.
- ❖ **Safety First, Always!** Some teens may be new to work, so safety is a big deal. Employers should go over the rules and make sure young workers know how to stay safe on the job.



Let's Connect!



Contact Information:

- *Main Phone:* 302-761-8200 OPTION #3
- *Email:* Wages@delaware.gov
- *Work Permits:* Workpermits@delaware.gov
- *Website:* [Wage & Hour Enforcement](#)

Office Locations:

- **Newark**
252 Chapman Road, Suite 210 Newark, DE 19720
- **Wilmington**
4425 North Market Street Wilmington, DE 19802
- **Dover**
Blue Hen Corporate Center 655 S. Bay Road, Suite 2H
Dover, DE 19901
- **Georgetown**
8 Georgetown Plaza, Suite 2 Georgetown, DE 19947

Hours of Operation: 8am to 4:30pm



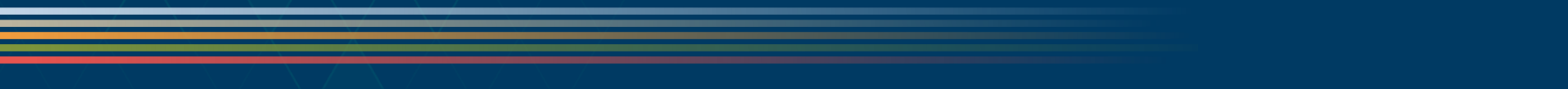
Key Updates:

- ❖ **Child Labor Landing Page:** Dedicated Resource for all Youth Worker information.
- ❖ **DJL:** Delaware Job Link, checked box for employers hiring youth workers, ages 14-17.
- ❖ **Modernization:** Streamlining process for efficient filing and record-keeping.



Speed Connect #1

Division of Vocational Rehabilitation





Department of Labor

Division of Vocational
Rehabilitation

Transition Services

Vocational Rehabilitation

What are Transition Services?

- Transition services help students with disabilities move from school to post-high school by achieving their goals, such as employment, education, specialized training, and independence.
- The services provided vary depending on individual needs.

Types of Services

The services are arranged and provided based on individual needs, so the length of time it takes to prepare for employment is different for each person.

- Counseling and Guidance
- Pre-Employment Transition Services
- On-the-Job Training
- Supported Employment
- Job Coaching
- Physical and Mental Restoration
- Assistive Technology
- Work Readiness Training
- Post-Secondary Education
- Technical Training
- Referrals to Outside Agencies



Types of Services: Guidance and Counseling



➤ Together, the student and the VR counselor will talk about different interests, career pathways, and options using labor market information.



➤ The student will engage in the process of self-discovery to understand preferences and interests for employment.



TYPES OF SERVICES: JOB COACHING

Some students may need 1:1 assistance from a **Job Coach** with employment, especially in the beginning.

A Job Coach is an experienced professional who can:

- **help individuals enhance their strengths and improve their work skills

- **provide assistance with adjusting to a new work environment, opening the lines of communication between an employee and a Supervisor.



A job coach can be a temporary or permanent solution to support an individual in gaining independence in learning the essential functions required of their job.

DVR will assist the student and their families to ensure financial options are explored to secure that ongoing supports are in place if needed.

DVR Student Enrichment Program

- ➔ Collaboration between DVR and Del Tech Community College (DTCC) to provide educational supports for transition students enrolled in remedial programs at any of the four campuses of DTCC
- ➔ Developed to increase community college attendance and success for students who start in remedial courses

Pre-Employment
Transition Services

"PRE-ETS"

Who can receive Pre-Employment Transition Services?

- Students enrolled in school with an IEP or 504 plan, or documented disability through a licensed practitioner
- Students must be between the ages of 14 – 22
- Home-Schooled Students

Five Specialized Focus Areas

- ✓ Job exploration
- ✓ Work-based learning experiences
- ✓ Exploring opportunities for enrollment in comprehensive or post-secondary educational programs
- ✓ Workplace readiness training
- ✓ Instruction in self-advocacy, including peer mentoring

DVR Pre-Employment Vendor Transition Programs

- Service Source/ OCI
- Goodwill
- Humanity's Kitchen
- Food Bank of Delaware
- University of Delaware
- Easter Seals
- Community Integrated Services (CIS)
- Navi-Gate
- Independent Resources, Inc

Additional Contact Information

▶ **Brenda Rodriguez**

▶ Statewide Social Service Administrator/ Statewide Transition Coordinator.

▶ Brenda.Rodriguez@delaware.gov

▶ Office: 302-985-7622

▶ **LaShonta Mitchell**

▶ Social Service Administrator/ New Castle County Transition Coordinator.

Statewide Pre-ETS Coordinator/ NCC

▶ LaShonta.Mitchell@Delaware.gov

▶ Office: 302-761-8489

▶ **Nadaa Chandler**

▶ Social Service Administrator/ Kent & Sussex County Transition Coordinator.

▶ Kent/Sussex Pre-ETS Coordinator

▶ Nadaa.Chandler@delaware.gov

▶ Mobile: 302-857-5855



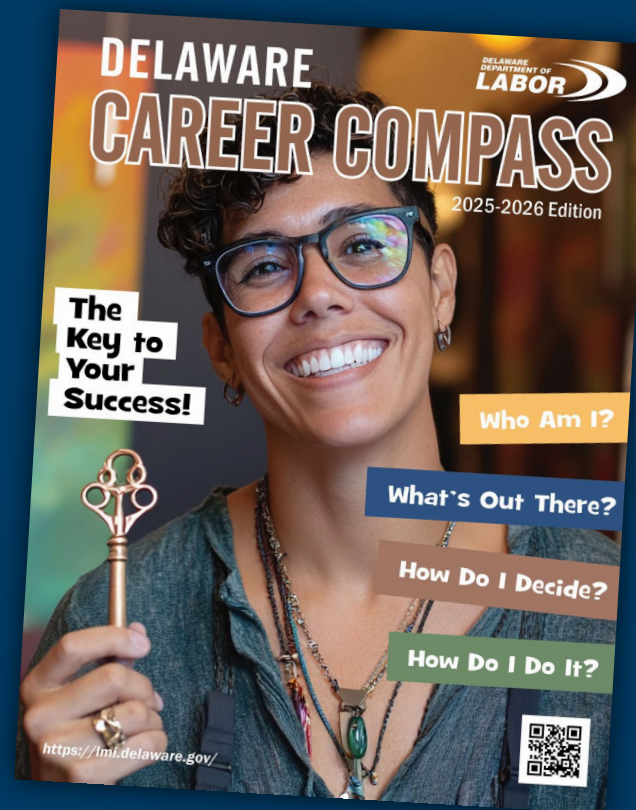
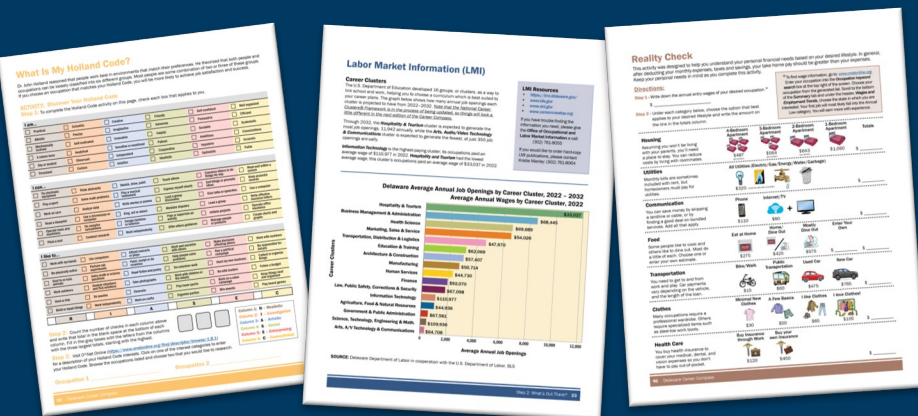
<https://labor.delaware.gov/divisions/dvr/>

Office of Labor Market Information



THE DELAWARE CAREER COMPASS

- ✓ 4-step guide to career planning for middle and high school students.
- ✓ Students use the activities throughout the book to learn about themselves, the world of work, and how they can reach their career goals.
- ✓ Helps students make informed career decisions.



STEP 1 Who Am I?

This step begins by asking students to describe their dream job, then guides them through a series of informal assessments so that students can discover by the end of Step 1 if their dream job is still a good match.

- ✓ Begin With Your Dream
- ✓ Learn to Use O*NET Online
- ✓ Is Self Employment for Me?
- ✓ What Is My Learning Style? *
- ✓ What Do I Like? *
- ✓ What Is My Holland Code? *
- ✓ Which Career Clusters Do I Like? *
- ✓ What Basic Skills Do I Have?
- ✓ What Are My Work Values?
- ✓ SMART Goal Setting
- ✓ What I Have Learned About Myself

The **bold/underlined** titles are informal assessments or activities.

The ones with an asterisk (*) are available on the DCRN website in an editable format.

Step 1

Who Am I?

What if you're not sure what kind of job or career you want? What if you have no idea what to do with your life? Rest assured - you're not alone! It takes a lot to develop a career plan and the research begins with YOU.

What makes you unique? A self-assessment is the important first step toward making a good career match. When you have finished the activities in **Step 1**, you will have a better understanding of yourself, and a good idea of what kind of work you might enjoy.



Begin With Your Dream

1. Imagine you are doing your dream job right now. Close your eyes and visualize yourself working. What are the specifics of this job? Answer the questions below to help you determine your dream job.

- Where are you? _____
- What are you doing? _____
- What are you wearing? _____
- Do you own your own business or are you working for someone else? _____
- Are you inside or outside? Office with a view? _____
- Are you using tools or equipment? A computer? A phone? _____
- Are people or animals depending on you? _____
- Do you feel important in your work? _____
- Are you traveling? _____
- What talents are you using? _____
- Do you look satisfied? Why? _____

2. Draw a detailed picture of yourself doing your dream job. Write the name of your dream occupation on the line below.



My dream occupation is: _____

STEP 2 What's Out There?

Explore labor market information on the occupations you like such as annual salary, education needed, experience needed, and more. This section uses data from both the Industry & Occupation Projections, and the Delaware Wages publications.

- ✓ Exploring the World of Work
- ✓ Labor Market Information
- ✓ Delaware Career Matrix Key
- ✓ Delaware Occupations: Most Total Annual Openings
- ✓ Delaware Fastest Growing Occupations
- ✓ Delaware Career Matrix Career Cluster Tables

**CAREER CLUSTER B
Health Science**

Health science, research, and practice; research, analysis, diagnosis, patient care, health care, laboratory, support services, and technology; treatment and prevention.

Code	Occupation	Annual Salary	Annual Openings	Education	Experience	Notes
01-2011	Health Science Technician	41,000	1,000	HS	None	None
01-2012	Health Science Technician	41,000	1,000	HS	None	None
01-2013	Health Science Technician	41,000	1,000	HS	None	None
01-2014	Health Science Technician	41,000	1,000	HS	None	None
01-2015	Health Science Technician	41,000	1,000	HS	None	None
01-2016	Health Science Technician	41,000	1,000	HS	None	None
01-2017	Health Science Technician	41,000	1,000	HS	None	None
01-2018	Health Science Technician	41,000	1,000	HS	None	None
01-2019	Health Science Technician	41,000	1,000	HS	None	None
01-2020	Health Science Technician	41,000	1,000	HS	None	None
01-2021	Health Science Technician	41,000	1,000	HS	None	None
01-2022	Health Science Technician	41,000	1,000	HS	None	None
01-2023	Health Science Technician	41,000	1,000	HS	None	None
01-2024	Health Science Technician	41,000	1,000	HS	None	None
01-2025	Health Science Technician	41,000	1,000	HS	None	None
01-2026	Health Science Technician	41,000	1,000	HS	None	None
01-2027	Health Science Technician	41,000	1,000	HS	None	None
01-2028	Health Science Technician	41,000	1,000	HS	None	None
01-2029	Health Science Technician	41,000	1,000	HS	None	None
01-2030	Health Science Technician	41,000	1,000	HS	None	None
01-2031	Health Science Technician	41,000	1,000	HS	None	None
01-2032	Health Science Technician	41,000	1,000	HS	None	None
01-2033	Health Science Technician	41,000	1,000	HS	None	None
01-2034	Health Science Technician	41,000	1,000	HS	None	None
01-2035	Health Science Technician	41,000	1,000	HS	None	None
01-2036	Health Science Technician	41,000	1,000	HS	None	None
01-2037	Health Science Technician	41,000	1,000	HS	None	None
01-2038	Health Science Technician	41,000	1,000	HS	None	None
01-2039	Health Science Technician	41,000	1,000	HS	None	None
01-2040	Health Science Technician	41,000	1,000	HS	None	None
01-2041	Health Science Technician	41,000	1,000	HS	None	None
01-2042	Health Science Technician	41,000	1,000	HS	None	None
01-2043	Health Science Technician	41,000	1,000	HS	None	None
01-2044	Health Science Technician	41,000	1,000	HS	None	None
01-2045	Health Science Technician	41,000	1,000	HS	None	None
01-2046	Health Science Technician	41,000	1,000	HS	None	None
01-2047	Health Science Technician	41,000	1,000	HS	None	None
01-2048	Health Science Technician	41,000	1,000	HS	None	None
01-2049	Health Science Technician	41,000	1,000	HS	None	None
01-2050	Health Science Technician	41,000	1,000	HS	None	None
01-2051	Health Science Technician	41,000	1,000	HS	None	None
01-2052	Health Science Technician	41,000	1,000	HS	None	None
01-2053	Health Science Technician	41,000	1,000	HS	None	None
01-2054	Health Science Technician	41,000	1,000	HS	None	None
01-2055	Health Science Technician	41,000	1,000	HS	None	None
01-2056	Health Science Technician	41,000	1,000	HS	None	None
01-2057	Health Science Technician	41,000	1,000	HS	None	None
01-2058	Health Science Technician	41,000	1,000	HS	None	None
01-2059	Health Science Technician	41,000	1,000	HS	None	None
01-2060	Health Science Technician	41,000	1,000	HS	None	None
01-2061	Health Science Technician	41,000	1,000	HS	None	None
01-2062	Health Science Technician	41,000	1,000	HS	None	None
01-2063	Health Science Technician	41,000	1,000	HS	None	None
01-2064	Health Science Technician	41,000	1,000	HS	None	None
01-2065	Health Science Technician	41,000	1,000	HS	None	None
01-2066	Health Science Technician	41,000	1,000	HS	None	None
01-2067	Health Science Technician	41,000	1,000	HS	None	None
01-2068	Health Science Technician	41,000	1,000	HS	None	None
01-2069	Health Science Technician	41,000	1,000	HS	None	None
01-2070	Health Science Technician	41,000	1,000	HS	None	None
01-2071	Health Science Technician	41,000	1,000	HS	None	None
01-2072	Health Science Technician	41,000	1,000	HS	None	None
01-2073	Health Science Technician	41,000	1,000	HS	None	None
01-2074	Health Science Technician	41,000	1,000	HS	None	None
01-2075	Health Science Technician	41,000	1,000	HS	None	None
01-2076	Health Science Technician	41,000	1,000	HS	None	None
01-2077	Health Science Technician	41,000	1,000	HS	None	None
01-2078	Health Science Technician	41,000	1,000	HS	None	None
01-2079	Health Science Technician	41,000	1,000	HS	None	None
01-2080	Health Science Technician	41,000	1,000	HS	None	None
01-2081	Health Science Technician	41,000	1,000	HS	None	None
01-2082	Health Science Technician	41,000	1,000	HS	None	None
01-2083	Health Science Technician	41,000	1,000	HS	None	None
01-2084	Health Science Technician	41,000	1,000	HS	None	None
01-2085	Health Science Technician	41,000	1,000	HS	None	None
01-2086	Health Science Technician	41,000	1,000	HS	None	None
01-2087	Health Science Technician	41,000	1,000	HS	None	None
01-2088	Health Science Technician	41,000	1,000	HS	None	None
01-2089	Health Science Technician	41,000	1,000	HS	None	None
01-2090	Health Science Technician	41,000	1,000	HS	None	None
01-2091	Health Science Technician	41,000	1,000	HS	None	None
01-2092	Health Science Technician	41,000	1,000	HS	None	None
01-2093	Health Science Technician	41,000	1,000	HS	None	None
01-2094	Health Science Technician	41,000	1,000	HS	None	None
01-2095	Health Science Technician	41,000	1,000	HS	None	None
01-2096	Health Science Technician	41,000	1,000	HS	None	None
01-2097	Health Science Technician	41,000	1,000	HS	None	None
01-2098	Health Science Technician	41,000	1,000	HS	None	None
01-2099	Health Science Technician	41,000	1,000	HS	None	None
01-2100	Health Science Technician	41,000	1,000	HS	None	None

KEY: HS: High School; AS: Associate's Degree; BS: Bachelor's Degree; MS: Master's Degree; PhD: Doctorate Degree; N/A: Not Applicable

NOTES: Annual Salary is based on the Delaware Wages publication. Annual Openings are based on the Industry & Occupation Projections publication. Education and Experience requirements are based on the Delaware Career Matrix Key publication. Notes are based on the Delaware Career Matrix Key publication.

DELAWARE CAREER MATRIX KEY

RELEVANT OCCUPATIONS: Health Science Technician

RELEVANT EDUCATION: High School

RELEVANT EXPERIENCE: None

Step 2

What's Out There?



In **Step 1**, you learned about yourself and the kind of work you want to pursue. This section explores Delaware's labor market, including entry wages and education and/or training required. One of the most basic uses of labor market information is to help people who are unsure of what they want to do pick out potential career fields. It is important to learn as much as you can about the occupations that interest you. When you are finished with this step, you will have a wealth of occupational information to use in your career decision-making process.

Exploring the World of Work

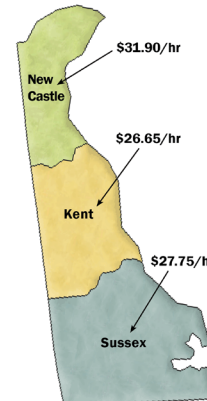
The world of work is changing faster than ever. It's unlikely that you will stay with one employer for your entire career. In fact, by the age of thirty, you may have already had work experience with a number of different companies.

In these changing times, YOU must be the manager of your own career. It is important to understand the labor market and to know where you can find the latest information in order to make informed decisions throughout your life.

Here are just a few questions that labor market information can answer for you:

- Which occupations are growing?
- What wages can I expect for the jobs that interest me?
- What education or training is needed to be fully qualified for the jobs that interest me?
- What basic skills are needed for the occupations that interest me?
- Does it matter in which industry I choose to work?
- Does it matter where I choose to live?

This step will reveal some current facts about Delaware's labor market, and it will also provide resources and websites that you can use to explore your future employment needs.



Did you know...
Carpenters (SOC Code 47-2031) average hourly wages vary from county to county?

DO THE MATH:
New Castle County:
 $\$31.90 \times 2,080 = \$66,352/\text{yr}$
Kent County:
 $\$26.65 \times 2,080 = \$55,432/\text{yr}$
Sussex County:
 $\$27.75 \times 2,080 = \$57,720/\text{yr}$
** average hourly wage x 2,080 hours = average annual wage (2,080 = 40 hours/week x 52 weeks)*



This information may or may not be important to you, but having it gives you the power to make an educated decision.

STEP 3 How Do I Decide?

How much education do you need or want?
Reality Check...will the occupation(s) you chose allow you to sustain your desired lifestyle?

- ✓ How Much Education Do I Need or Want?
- ✓ Are You a Student Athlete?
- ✓ Reality Check
- ✓ Where Do I Want to Live?
- ✓ You Need a Plan...a Career Plan!
- ✓ How Do I Match Up?
- ✓ What Is My Best Match?

Step 3

How Do I Decide?



In **Step 1**, you looked at your interests, skills, and work values. In **Step 2**, you looked at Delaware's overall labor market. Now it's time to ask yourself some more questions. How much education or training do you need or want? What wages do you hope to make? Where do you want to live? Combine all that you have learned in Steps 1 and 2 with what you will learn in Step 3 to refine your occupational choices.

How Much Education Do I Need or Want?

How much education would you like to attain now, or eventually?

Ask yourself:

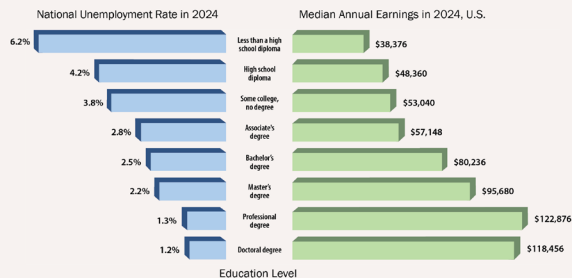
- Will more education help me meet my occupational goals?
- Will it be worth it to me financially?
- What kind of education suits my personality and learning style?



Add your desired level of education or training to the **Occupation Comparison Chart** on page 50 – Column 2 (My Profile), Row 7 (Education).

Education Pays in Higher Earnings and Lower Unemployment Rates

Something else to consider is that the unemployment rate is inversely related to the amount of education you have attained. The more education you have, the less likely you are to be unemployed.



NOTE: Data are for persons 25 and over. Earnings are for full-time wage and salary workers.
Source: U.S. Bureau of Labor Statistics, Current Population Survey

STEP 4 How Do I Do It?

Valuable information about making the most of high school, preparing for college, or entering the world of work.

SECTION 1: High School and CTE

- ✓ Make the Most of High School
- ✓ CTE in Delaware High Schools

SECTION 2: Career Readiness

- ✓ Am I Eligible to Work?
- ✓ Is Registered Apprenticeship Right for Me?
- ✓ Is the Military for Me?
- ✓ How Do I Find the Right Job?
- ✓ Resume Writing & Cover Letters
- ✓ Job Applications & Job Interviews
- ✓ Keep Your New Job

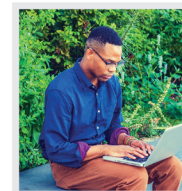
SECTION 3: College

- ✓ How Do I Prepare for College?
- ✓ What About Financial Aid?
- ✓ Ways to Reduce College Costs
- ✓ Choosing a College

Step 4

How Do I Do It?

In **Step 1**, you looked at your interests, skills, and work values. In **Step 2**, you looked at Delaware's overall labor market. In **Step 3**, you chose the occupation most suited to your self-assessment. **Now comes the fun part!** It's time to take your goals and turn them into reality. Whether you're looking for additional training or education, looking into the military, or thinking about employment, this step will provide you valuable assistance.



SECTION 1: High School and Career & Technical Education

Make the Most of High School

1. Take a variety of classes to discover what you're good at and what interests you. Take a chance - try something new.
2. Consider Career & Technical Education (CTE). Join a CTE student organization.
3. Appreciate the diversity of your classmates. Learn to work with all types of people. Move out of your comfort zone.
4. Choose a career pathway that matches your interests and skills.
5. Take advantage of extracurricular activities that interest you. Try sports, clubs, music, community theater, scouts, babysitting, lawn care, photography, etc., to learn new skills, build character, and practice responsibility.
6. Get really, really good at something - anything.
7. Volunteer to work in a job that you think might be a good career match. What you perceive about an occupation is very often different from the reality of it.
8. Find a summer job that will provide you with more insight into the world of work and how you fit in.
9. Make mindful decisions. Think about the person you want to become and the place you want to fill in this world because you are shaping that person right now.



What is Career & Technical Education?

Technical jobs are very much in demand today. Career & Technical Education (CTE) is dedicated to providing secondary students with the education and skills they need to be successfully employed after graduation or to advance to postsecondary education.

CTE includes a wide variety of programs that are designed to equip you with career and life skills. As a CTE student, you can explore career options, gain close insight into a number of fields, prepare for a wide range of occupations, earn college credit while you're still in high school, and experience on-the-job work-based learning. Students who successfully complete these programs can continue their education and enter high-skill, high-wage, high-demand careers.

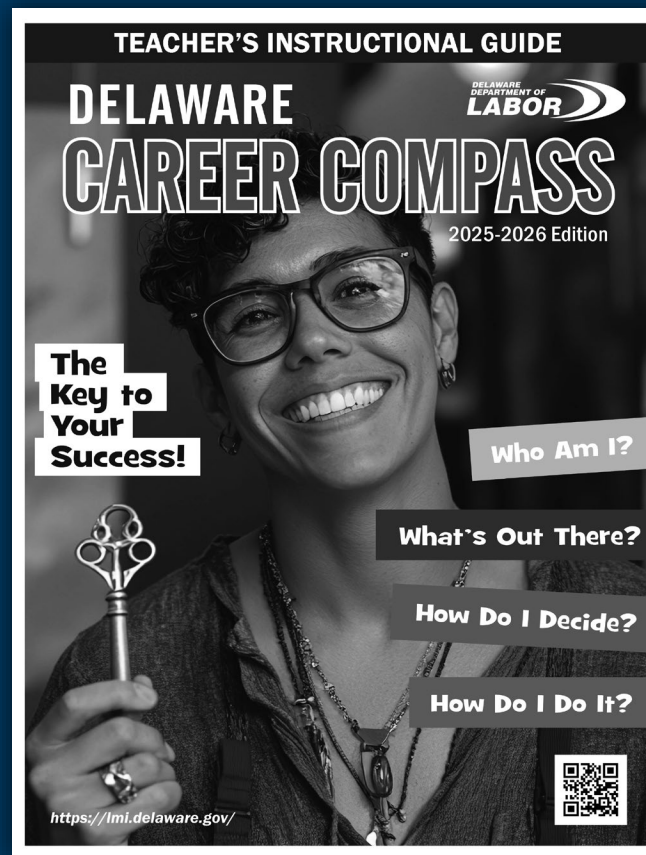
Career & Technical Education in Delaware High Schools



Delaware's goal is for every high school graduate to be college or career ready, and there are multiple avenues available for each student to achieve that. The old separate paths where some students went to public or private high schools to prepare for college while others went to a vocational school to prepare directly for work are no longer as distinct. Now, all public and most charter schools offer a variety of career and technical education (CTE) pathways where students can get real work experience and earn certificates employers look for when hiring, as well as prepare for college. Vocational-technical (Vo-Tech) schools focus primarily on career readiness, but also prepare students for further post-secondary education.

THE DELAWARE CAREER COMPASS TEACHER'S GUIDE

- ✓ The Teacher's Guide serves as a companion to the Career Compass.
- ✓ It includes lesson plans and additional activities to help teachers incorporate the Career Compass into their everyday curriculum.



Delaware Career Resource Network

<https://labor.delaware.gov/dcrn/>

- ✓ The Delaware Career Resource Network (DCRN) uses current labor market information to provide information for educators, students and families to learn about careers through the activities, resources and links that we have placed on the site.
- ✓ Information on the site is organized by career cluster and by student grade range.

Delaware

ABOUT I AM A/AN... SERVICES DIVISIONS LABORFIRST CONTACT US

DCRN
Delaware Career Resource Network

Welcome to the Delaware Career Resource Network

Your career journey begins here...

Select your grade level to get started...your future awaits.

K-5th Grades
Elementary school is the time to help students understand the role of work through a

6th-8th Grades
Middle school is the time to discover personal abilities and interests and to

9th-12th Grades
High school is an exciting time to help young people make good decisions as they

Family Resources
From kindergarten to high school graduation and beyond, you can make a

Visit our website <https://lmi.delaware.gov/>

The screenshot shows the website's header with the title "Office of Occupational & Labor Market Information" and a navigation breadcrumb: "Home / Divisions / Office of Occupational & Labor Market Information". A left sidebar contains a menu with "Office of Occupational & Labor Market Information", "Home", "Office Locations", "About", "Information", and "Data", along with the COOLMI logo and the slogan "Always on Target". The main content area features a "Labor Market Data" section with a "Listen" button and a list of three data categories: "Unemployment", "Employment", and "Payroll Data", each with a brief description and a "Learn More" link.

Office of Occupational & Labor Market Information

Home / Divisions / Office of Occupational & Labor Market Information

Office of Occupational & Labor Market Information

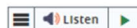
Home

Office Locations

About

Information

Data



Labor Market Data

Choose from the following categories for statistical information about Delaware's labor market.

Unemployment

Local Area Unemployment Statistics (LAUS) generates estimates of the labor market activities of residents of the counties, cities, and State of Delaware.

[Learn More →](#)

Employment

Current Employment Statistics (CES) provides most recent estimates of the number of jobs at employers in the state, broken out by industry.

[Learn More →](#)

Payroll Data

Quarterly Census of Employment & Wages (QCEW) data produced from employment and wage reports of employers subject to Unemployment Insurance coverage.

[Learn More →](#)

Youth Worker Connect #2

DE Apprentice State Agency





DELAWARE APPRENTICESHIP STATE AGENCY

Key Points

**Why
Apprenticeship
works**

**Delaware
readiness**

**Youth
Apprenticeship and
why timing matters**

- Starting while in the student's Senior year
- Starting after Graduation
- Starting in later in Adulthood

Call to Action



Contact Info

Contact Information:

- Main Phone: 302-761-8328
- Email: apprenticeship@delaware.gov
- Website: de.gov/apprenticeship

Office Location:

- **Wilmington**
4425 North Market Street Wilmington, DE 19802



Wilmington University



WILMINGTON

UNIVERSITY™

STEP Path Program™

Smart Transfer for the Vocational Workforce

Jeff Martino

Senior Director, Partnership and Community Affairs





University Overview



Private, nonprofit university established in 1968, serving busy working adults.



Offering **certificates, associate to doctoral degrees**, workforce training and continuing education.



Open admission to most academic programs with no SAT or GRE requirements.



Multiple mid-Atlantic locations plus a global online campus.



Serves **18,000+ students** globally.



WilmU classes start **every 8 weeks**.

200

academic programs across **five colleges** and the **WilmU School of Law**.



Educating students **online for 17+ years**.



Military Friendly® Gold Award School and Yellow Ribbon Program participant.



95% of WilmU grads would recommend the University to family and friends.



Nationally Recognized for excellence in transfer pathways by the PTK Honor Society.



In Partnership with DE Dept. of Labor and Only From WilmU



Journeypeople who complete a DOL-registered apprenticeship can:

- **Earn up to 42 academic credits** toward a WilmU degree
- Receive **guaranteed admission** with no SAT or ACT required
- **Accelerate seamlessly** into an advanced degree.
- Apply **Dual-Credit ADVANTAGE™** to stack credits across multiple degree and certificates.
- **Save time and reduce overall tuition costs!**





Visualizing the Basic Components of a Registered Apprenticeship

Registered Apprenticeships typically range 1-, 2-, 3-, and 4- year durations. All will have the opportunity to receive college credit from their apprenticeship applicable toward a WilmU degree.

	RTI	OJT	Credits Eligible
1 Year Registered Apprenticeship	Minimum of 144 classroom hours (144 hours total)	Minimum of 2,000 hours OJT each year (2,000 total hours)	Up to 10 credits
2 Year Registered Apprenticeship	Minimum of 144 classroom hours each year (288 hours total)	Minimum of 2,000 hours OJT each year (4,000 total hours)	Up to 21 credits
3 Year Registered Apprenticeship	Minimum of 144 classroom hours each year (432 hours total)	Minimum of 2,000 hours OJT each year (6,000 total hours)	Up to 31 credits
4 Year Registered Apprenticeship	Minimum of 144 classroom hours each year (576 hours total)	Minimum of 2,000 hours OJT each year (8,000 total hours)	Up to 42 credits

Currently there are 40+ types of Registered Apprenticeships in Delaware



Upskill to Advance Your Career in Construction Management

- Many **construction managers** are **retiring**, creating strong demand for new **supervisors** and **managers**
- This **six-course** certificate helps **skilled tradespeople** level up into **leadership roles**
- Builds practical skills in:
 - **People and project management**
 - **Leadership**
 - **Safety and regulations**
 - **Construction finance**
- Designed for **apprenticeship completers** and those with construction experience





Stack Your Credits Into the Applied Business B.S.

STEP Path Credit Application to the B.S. in Applied Business

Journeyman → Construction Management Certificate → B.S. Degree

1. Complete a DOL-registered apprenticeship
→ Apply up to 42 credits toward the degree
2. Complete the embedded Construction Management Certificate
→ Certificate courses count directly toward the B.S.
3. Finish the remaining degree requirements
→ General Education core + Business core

Result: A stackable, accelerated pathway from the field to a bachelor's degree designed for working professionals





STEP Path: Benefits Across Delaware's Workforce Ecosystem

- **Workers and Families:** Faster, affordable path to credentials and advancement
- **Employers:** Retention and promotion from within pipeline
- **Union and Apprenticeship Programs:** Stronger ladder after journeyman status
- **State Agencies and Legislators:** Wage growth without pulling people out of work
- **CBOs and Workforce Trainers:** Referral-ready pathway and clear checklist and support
- **Higher Ed Partners:** Stronger transfer and verified prior learning alignment





WILMINGTON

UNIVERSITY™

Jeff Martino

Senior Director, Partnership and Community Affairs

Phone: (302) 356-6986 | Email: jeffrey.b.martino@wilmu.edu

wilmu.edu



Atlas Restaurant Group

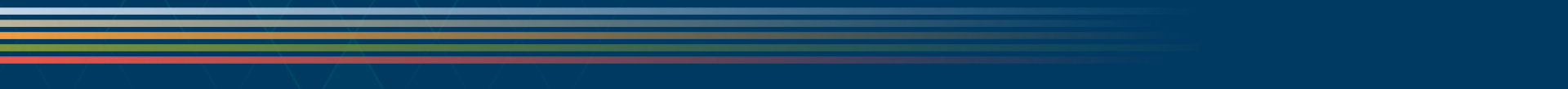


DELAWARE YOUTH
WORKFORCE CONNECT CONFERENCE

BREAK

William Penn Media Center

DE Restaurant Association





DELAWARE RESTAURANT
FOUNDATION

YOUTH WORKFORCE



Interweaving the Foundation with the Association



Research

Federal Government Affairs



State & Local Affairs

Sales and Service

Allied Partners



Industry Events

Business Services



Workforce Development



Marketing & Communications



Training & Certification

Dept of Education

Dept of Corrections

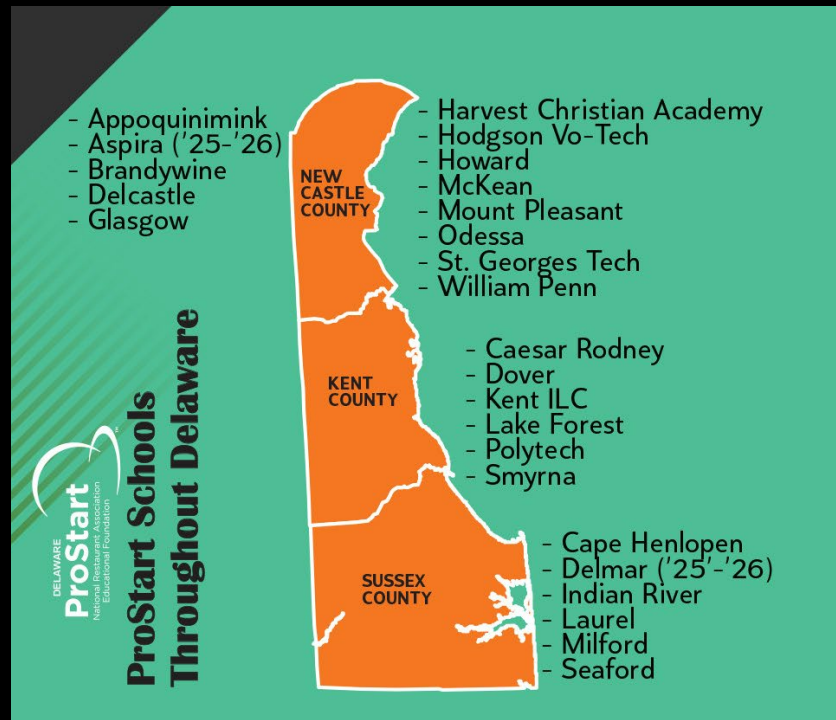




Delaware ProStart Program

Curriculum reaches **6,000+** students
in 24 DE high schools:

- **32 % Low-Income**
- **31 % Special Needs**
- **12 % English Language Learners (12%)**
- **2 % Homeless**
- **0.5 % Foster**





DDOE Partnership

- Curriculum rewrite to include events & tourism in pathway
- **New name is Hospitality, Events, and Tourism (HET)**
- New Schools - DelMar, Aspira (1st Spanish Language ProStart School in DE)
- Expanding and Coordinating Work-Based Learning
- Expanding opportunities with cross pathways engagement
- Foundation board meetings held at learning institutions





ProStart Educator Professional Development

- Cambria Hotel/Conference Center in Rehoboth Beach
- 52 attendees





Work-Based Learning

- 36 Catered Events in 2024-25
- Skills-Building Experience for over 350 students!
- Expanded opportunities year!

this





Workforce Innovations Grant

- **New Grant Project with Goldey Beacom, DE Workforce Development Board** funded by
- 2 cohorts, 15 students each
- Women in hospitality aiming to advance into management roles
- Online, asynchronous learning
- 4 courses - **Desktop Applications in MS Excel**
Personal Financial Management
Leadership & Organizational Behavior
Group Dynamics
- Reducing barriers with networking, support, resources

HOSPITALITY LEADERSHIP ADVANCEMENT PROGRAM

Ready to take your hospitality career to the next level?

PROGRAM INCLUDES

- ✓ Business & Management Essentials Certificate from Goldey-Beacom College (12 transferable college credits)
- ✓ A flexible hybrid model with self-paced online courses and interactive virtual seminars
- ✓ Full access to Goldey-Beacom academic advising, tutoring, and career support

This no-cost opportunity for participants is made possible via grant funding from the Delaware Workforce Development Board.

APPLY TODAY!
FALL COHORT
BEGINS AUG 25
[BIT.LY/GBCLEADERSHIP](https://bit.ly/gbcleadership)

Contact the DRA for program & application info. 302.738.2545

GBC 1816 Goldey-Beacom COLLEGE
Delaware Restaurant ASSOCIATION



Apprenticeship

- **HSRA** (Hospitality Sector Registered Apprenticeship) This started in Delaware as a pilot grant with the NRAEF for registered youth apprenticeship
- **SHARE Grant** - Exploratory grant with DSU
- **YASPI** (Youth Apprenticeship Strategic Planning Initiative)
Our Industry Is 1 of only 2 chosen to participate in planning Registered Apprenticeship expansion in DE





Opportunity for All

Workforce Development Programs

HSRA

HSRA provides employers with accredited training programs for

- Line Cook,
- Kitchen Manager, and
- Restaurant Manager.

We provide you with the tools and resources to help guide registered apprentices toward a fulfilling career in the restaurant industry.



**DELAWARE APPRENTICE
SPOTLIGHT**

Ethan Pavkovich

“If you have the will and desire to make a name for yourself, chase an apprenticeship. Apprenticeship is the first step on the stairway to success!”

**Employer:
Taverna
Newark**



LINE COOK JOURNEYMAN



Opportunity for All

Workforce Development Programs



DELAWARE APPRENTICE
SPOTLIGHT
Joe Curran



SOUS CHEF

The Delaware Restaurant Foundation is grateful for the partnership with Harry's Hospitality Group - one of the founding program partners that recognize the value of apprenticeship for our youth!

Apprenticeship Mentor:
Harry's Savoy Grill
Wilmington



DELAWARE APPRENTICE
SPOTLIGHT
Gavyn Fonseca



LINE COOK APPRENTICE

"This apprenticeship program allows me to earn while I am working on my culinary skills!"

Employer:
Two Stones Pub
Newark

[The Journey to Apprenticeship \(RYRA\)](#)



Opportunity for All

Workforce Development Programs

H.O.P.E.S.

Hospitality Opportunities for People
(re)Entering Society



HIRE

Hospitality Industry Readiness & Employment





Disability Workforce Development

**ACCESSABILITY
IN HOSPITALITY**

Hiring people with disabilities in the hospitality industry offers business benefits such as addressing labor shortages, enhancing customer loyalty, boosting brand image, and driving innovation, while also fostering a more inclusive and supportive work environment.

This inclusive practice can lead to higher productivity, lower employee turnover, and unique perspectives that benefit the entire team.



DRIVES INNOVATION
Employees with disabilities bring unique perspectives that can lead to innovative solutions for accessibility and new market opportunities, creating a competitive advantage.

REDUCES TURNOVER
Research suggests that people with disabilities often have lower turnover rates compared to the general workforce, leading to greater long-term retention and reduced hiring costs.

FILLS LABOR GAPS
The hospitality industry has significant labor shortages, and hiring individuals with intellectual and developmental disabilities can fill these critical positions.

BOOSTS GUEST LOYALTY
Studies show guests are more likely to revisit and recommend restaurants that demonstrate a commitment to hiring people with disabilities, viewing it as a positive corporate social responsibility initiative.

**Delaware
Restaurant
FOUNDATION**

WELCOME
This toolkit has been created for employers in hospitality to become more inclusive in hiring and to provide employers with resources.

OUR GOALS ARE:

- To help employers understand the benefits of employing people with a disability.
- To help employers understand the needs of employees with a disability.
- To support employers when hiring people with a disability.

Funding from DE Grant-In-Aid and Mid-Del Foundation supported:

- ACCESSAbility in Hospitality Conference/expanded HR Roundtable on October 2nd (Harrington Raceway & Casino, 30 attendees + presenters from DVR, Food Bank of Delaware and Employer Partners (Harrington))
- NEW Employer Toolkit (distributed at conference and now available online)

DPSI

DELAWARE PROSTART
STUDENT INVITATIONAL

February 18th, 2026

Annual student competition & career/job fair

Chase Center on the Riverfront (Wilmington)

Event sponsorship available soon!

DRF FUNDRAISING DINNER

April 1st, 2026

DRF fundraising event & ProStart student showcase

*Lighthouse Cove Events Center
(Dewey Beach)*

Event sponsorship available soon!





QUESTIONS?



Connect Four #3

Jobs for Delaware Grads





EDUCATE. EMPOWER. EMPLOY!

2025 -2026 PROGRAM OUTLINE

www.jobsdegrads.org







14

Middle Schools

22

High Schools

*Full-time classroom instruction
for students in grades 6-12*



Year-round program, plus 12 -months of follow -up
services after graduation to support student success.

A Qualified Workforce

- JDG teachers become **Licensed & Certified in School -to -Work Transition.**
- We implement a DOE-approved curriculum, designed by a full-time Curriculum Coordinator.
- Our teachers are integrated into the school community.
- JDG Teachers receive ongoing training, mentoring, and support.



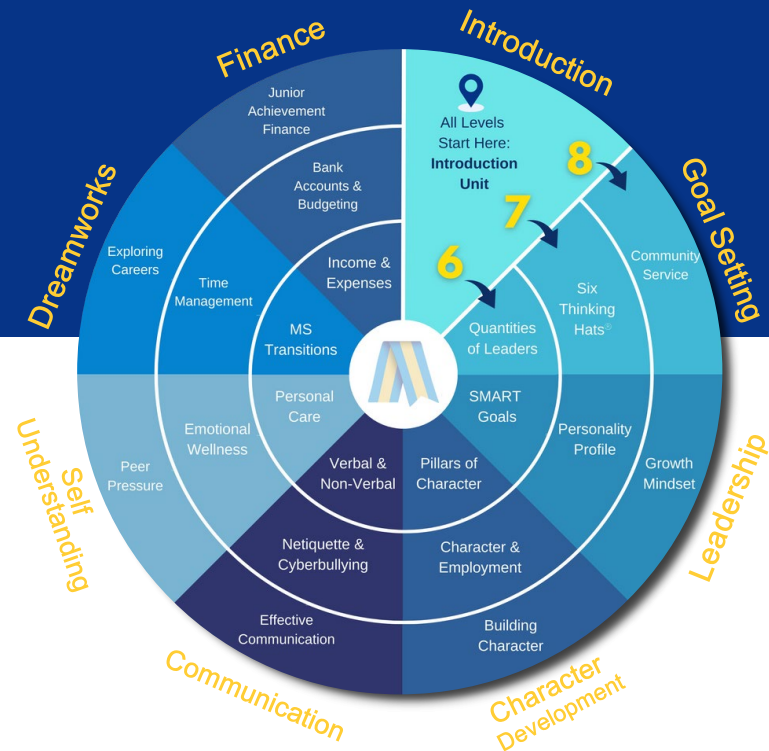
2025 JDG
TEACHER
OF THE
YEAR!

Mwandishi Brady
W.T. Chipman Middle School



MIDDLE SCHOOL CURRICULUM COURSE SEQUENCE

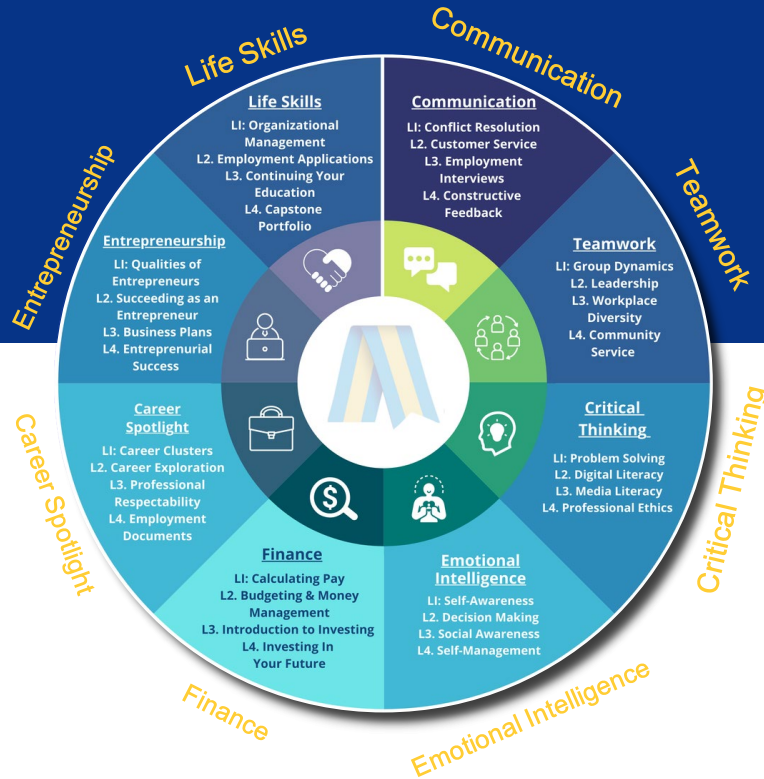
- **JDG 6**- Ideal for grade 6 students.
- **JDG 7**- Ideal for grade 7 students.
- **JDG 8**- Ideal for grade 8 students.





HIGH SCHOOL CURRICULUM COURSE SEQUENCE

- **LEVEL I:** Required for grade 9 students.
- **LEVEL II:** Required for students who have completed level one.
- **LEVEL III:** Required for students who have completed level two.
- **LEVEL IV:** Required for students who have completed level three.





Broadening Our Framework

Supplementing Our Curriculum



1

Guest Speakers are brought into the classroom to speak directly to our students on topics such as: Specific career fields, interviewing, trade schools, goal setting.

2

Field Trips throughout the year allow students to see first hand different workplaces and colleges/trade schools.

3

Community Service Projects are completed several times throughout the year, with recognition from Multiplying Good.

DELAWARE CAREER ASSOCIATION (DCA)

The Delaware Career Association (DCA) of Jobs for Delaware Graduates is a student organization that was established to provide JDG students with opportunities to network with other JDG participants in their schools, in their communities, throughout the state, and at the national level.



STATE OPPORTUNITIES

- Chapter Officer Positions
- Student Leadership Academy
- Opportunity to run for State Officer
- Competitive Events
- Awards Luncheon



NATIONAL OPPORTUNITIES

- Leadership Positions
- National Student Leadership Academy in Washington DC
- Opportunity to run for National Officer
- National Competitive Events & Awards



JOB & CAREER EXPOSURE & PLACEMENT



COMPANY TOURS

School programs also take groups of students to tour workplaces to learn more about specific careers. Some of our tours include DuPont, Wegmans, JP Morgan Chase, Bloom, and Delaware Food Bank.



CAREER FAIRS

We hosted our first county-wide fair in March of 2021 to reach more students. We had 50 employers and more than 200 students attend. Due to its success, we expanded to Kent County in 2022. **We've completed 10 county fairs to date!**



WORK-BASED LEARNING

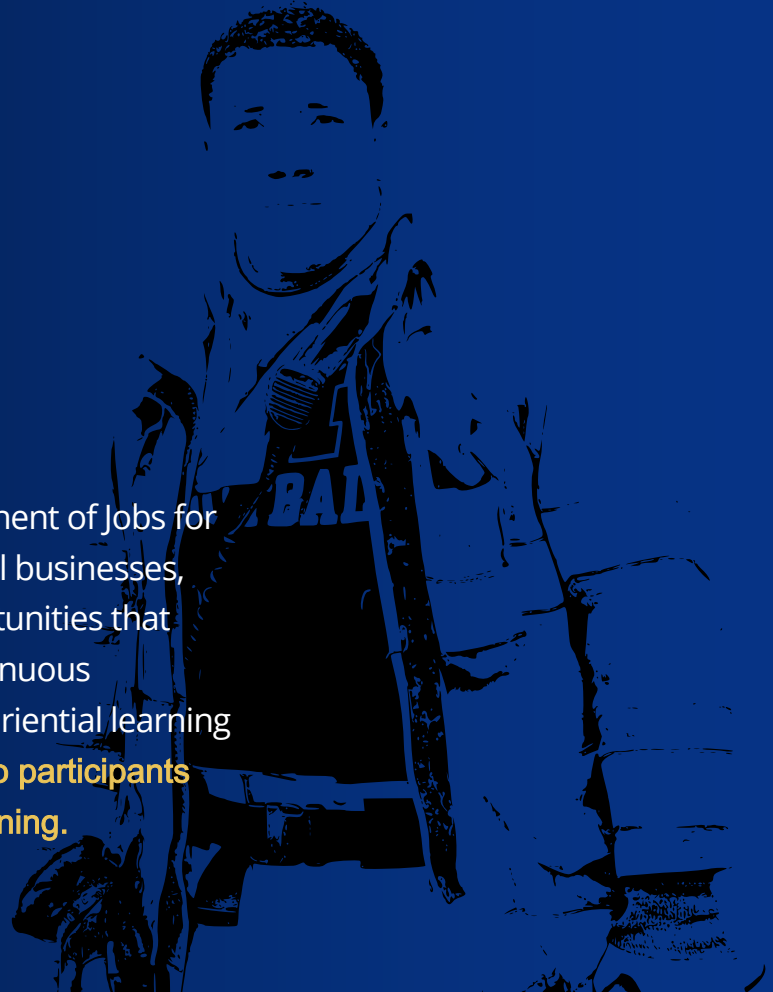
Work-based Learning (WBL) through Jobs for Delaware Graduates offers structured opportunities that develop and strengthen technical and employability skills.





CORE INTERNSHIP PROGRAM

Connecting students to work is a major component of Jobs for Delaware Graduates. Our team works with local businesses, colleges, and trade programs to develop opportunities that encourage post-secondary education and continuous employment for students. Paired with our experiential learning programs, **JDG offers real-world experiences to participants through guided internships and immersive learning.**



Real Work. Real Skills. Real Futures.

We build strong partnerships with local businesses, colleges, and trade programs to create pathways that promote post-secondary education and lasting employment for our students.



FASTEST GROWING CAREER CLUSTERS

Health Science ✓

Hospitality & Tourism ✓

Transportation, Distribution & Logistics ✓

Architecture & Construction ✓

Marketing, Sales & Service ✓



JDG ALIGNS WITH CAREER PATHWAYS

Through JDG, students receive **real -world technical and soft skills training** to prepare them for the workforce!



**Arts, A/V
Technology &
Communications**

- Entertainment
- Media Production
- Graphic Design



**Business
Management &
Administration**

- Office Assistant
- Customer Service



**Education
& Training**

- Day Care Worker
- Teaching Assistant



**Finance
Careers**

- Banking
- Accounting



**Health
Sciences**

- Allied Health
- Animal Welfare
- Pharmacy



**Hospitality &
Tourism**

- Culinary Arts



**Information
Technology**

- Computer Science
- Cyber Security



**Manufacturing &
Trades**

- Construction
- Civil Engineering
- Automotive Repair



**Environment and
Public Safety**

- Agriculture
- Fire Safety
- Parks & Rec

LAKE FOREST HIGH SCHOOL

Lake Forest High School juniors and seniors (ages 16–18) took part in a **7-week CORE experience** that introduced them to careers in civil engineering and the water industry.

Over the course of the program, students participated in five after-school sessions and two field trips. Each week, professionals from the field visited the school to provide hands-on learning and insight into the many pathways available in this essential industry.



CAESAR RODNEY HIGH SCHOOL

At Caesar Rodney High School, professionals from the utility industry visited a JDG classroom for one hour each week over a **6–8 week period**.

The program introduced seniors to the many career opportunities within the utility field, offering hands-on learning and valuable insights from industry experts. Up to 15 JDG students participated in the weekly sessions designed to build awareness and spark interest in this essential line of work.

SEAFORD HIGH SCHOOL

At Seaford and Delmar High Schools, healthcare professionals visited classrooms to share insights about the medical field and the wide range of career opportunities available. Students took part in in-person interviews for open positions and completed all necessary requirements to work in a hospital setting, including background checks, drug testing, and required immunizations. One student was **hired by his internship host** at the conclusion of his placement!





Creating Opportunities through Real Experiences.

Students who complete the C.O.R.E. Internship Program can:

- Gain industry knowledge and applications in the field;
- Strengthen their ability to compete for jobs, college, and scholarships on a higher level; and
- Build relationships with peers and professionals in their desired field.



237

Total Employers



17,288

Total Hours Worked



258

Total Paid Placements



\$194,231

Dollars Earned

(Through December 2025)

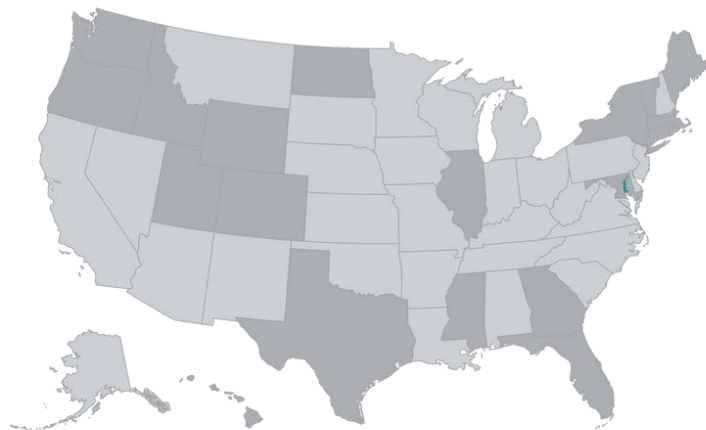
45 YEARS STRONG

Nationally Replicated Program



Jobs for America's Graduates (JAG)

In four decades of operation, JAG has delivered consistent, compelling results – helping nearly 1.5 million young people stay in school through graduation, pursue post-secondary education, and secure quality jobs leading to career advancement opportunities.





JDG students
discuss housing &
supporting
workforce
development
programs with
Senator Lisa Blunt
Rochester on
Capitol Hill!



Delawareans in DC

It's always a good day when I'm able to welcome Delawareans to my office in Washington. This Thursday, I was proud to host representatives of Jobs for Delaware Graduates (JDG), a program I've championed for many years.

JDG is a school-to-work transitional program dedicated to helping at-risk youth reach academic and economic success. I had a great conversation with JDG teachers and students about their experiences in the program, as well as their hopes for the future.



ABOVE: I was inspired by their passions, goals, and vision of the future!



Representative Sarah McBride meets JDG student leaders in the Rotunda!



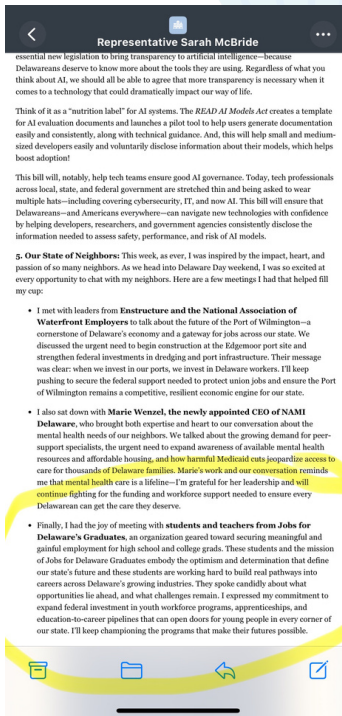
NEWS

NEWS

NE

NEWS

NEWS





JOBS for
DELAWARE
GRADUATES

Corporate Office

381 W. North Street
Dover, DE 19901

www.jobsdegrads.org

Follow us on social media!



DE Dept. of Justice Community Engagement Unit

Delaware Department of Justice: The Community Engagement Unit



PRESENTERS:

CORIE PRIEST, DIRECTOR OF COMMUNITY ENGAGEMENT
OFFICE OF THE DELAWARE ATTORNEY GENERAL

CEU's GOALS



Support and uplift communities



Bring people and resources together



Build trust between communities and law enforcement agencies



Expand the role of prosecutor

CEUs Reentry Efforts:

“What’s Next?” Series

Group Violence
Intervention (GVI)

Expungements,
Pardons &
Commutations

Commutation/Reentry
Planning

Case Resolution
Assistance

Reentry Simulation for
Prosecutors

CEU Outreach

Community
Resources Fairs

Soup Kitchen
Volunteering

The HUB: Virtual Job
& Resource Fair

Community
Empowerment
Walks

Food Bank of
Delaware
Partnership

Upcoming Plans for
co-located
partners
throughout the
state

Thank You!

Hire ME 2026!

- April 11th @ DTCC
Stanton Campus
- April 25 @ DTCC
Terry Campus

*Times TBD



Bead Connect #10



THANK YOU!

DELAWARE YOUTH WORKFORCE CONNECT CONFERENCE



**WAGE & HOUR
ENFORCEMENT**