

## **Curricular Practical Training (CPT) Through Cooperative Education (COOP)**

### **WHAT IS CPT?**

Curricular Practical Training (CPT) is any type of alternative work/study, internship, cooperative education, or practicum that is offered by sponsoring employers through agreements with a school.

- CPT must be required by the curriculum or the student must receive credit through [COOP-170](#).
- During CPT, students must be enrolled in and getting credit for a course. Students must pay for the course, just as they would for any other course they enroll in.

### **ELIGIBILITY REQUIREMENTS FOR CPT**

F-1 students must have maintained F-1 status for one academic year (fall & spring) before they are eligible for CPT. Language training does not count.

- For the required one academic year needed to be eligible for CPT, students can include time spent in other programs of study, if there was no break between the programs.
- The student must be enrolled in COOP-170 or a practicum/class required for their program.
  - All students must go to the DSO and bring their job offer letters with them AFTER they have received approval to enroll in a COOP course.
  - Job must **related** to program of study.
- Employment must match the CCC academic calendar. The authorized employment dates will be listed on the student's I-20.
  - An exception: CPT may be authorized for the entire summer period as long as:
    - The student is enrolled in and receiving credits for COOP-170 or practicum
    - The student is registered for the fall semester at CCC.
    - The summer is not the student's final semester
- CPT is not available after a student completes his/her degree program. The student must apply for OPT.
- You must apply for a new CPT authorization before you work for a new employer.
- You must get CPT approval for EACH SEMESTER.

### **PART-TIME VS FULL-TIME – THE DIFFERENCE**

Employment can only be part-time (1-20 hours/week) during fall and spring semesters.

Employment can be full-time (21-40 hours/week) during the summer semesters.

- Part-time CPT (20 hours or less per week) does not impact eligibility for OPT.
- A student who uses 12 months of full-time CPT becomes ineligible for OPT at that degree level.

## **STEPS TO APPLY**

- 1) Confirm your eligibility to work off-campus with the Designated School Official (DSO).
- 2) Drop-in or make an appointment at [iso@contracosta.edu](mailto:iso@contracosta.edu)
- 3) Find a job/internship that is **related** to your major:
  - a. Career Services: <http://www.contracosta.edu/student-services/career-services/>
- 4) Register for COOP-170.
- 5) Complete COOP-170 Application online:  
<https://webapps.4cd.edu/apps/CccCooperativeEducation/Student-Application.aspx>
  - a. Review the COOP-170 Handbook:
- 6) Bring job offer letter to the DSO for a work authorization and an updated I-20 and must include the following:
  - a. Offer of employment.
  - b. Name and address of employer.
  - c. Number of hours per week that the student will work – must not exceed 20 hours per week while school is in session.
    - i. Students may work more than 20 hours a week during school breaks and summer.
  - d. Beginning and ending employment days (follow the [CCC academic Calendar](#)).

<b>COOP-170</b>	<b>Units</b>	<b>Working Hours</b>
- Job or internship	1	5
<b>related</b> to major	2	10
- Paid or unpaid	3	15
	4	20