

# 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 <u>COOP-170</u>.
- 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.

#### ELIGILITY 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 <u>international@contracosta.edu</u>.
- 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: <u>https://webapps.4cd.edu/apps/CccCooperativeEducation/Student-Application.aspx</u>
  - 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 <u>CCC academic Calendar</u>).

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