Employer Information:

* The employer must have a completed front and back pink work permit form on file **before** a minor begins work.
* The employer or an employee who is 18 years of age or older must provide adult supervision at all times.
* The employer of the minor must comply with federal, state, and local laws and regulations including nondiscrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.

**Directions: Please type or print using black ink pen**. **ALL FIELDS MUST BE COMPLETED**. **Back of this form must have summary of requirements.**

# Section I: Each Box must be Completed by Minor Applicant and Parent/Guardian

 Name of Minor: Address: City & ZIP:

| | | | | |

 Age: Date of Birth (MM/DD/YYYY): Last 4 Digits of Soc. Number Contact Number:

| | | | | | | ( ) |

 Name of School (present or last attended): School Address: City & ZIP:

| | | | | |

 Last Grade Completed: School Status (check one): Type of Business (i.e., fast food, manufacturing):

| | | [ ]  in school, [ ]  home school, [ ]  online/cyber/virtual school, [ ]  not attending school | | |

 Signature of Minor: [ ]  Parent/ [ ]  Guardian Name (check one): Parent/Guardian Telephone:

| | | | | ( ) |

# Section II: Each Box must be Completed by the Employer - Offer of Employment

 Name of Business: Address: City & ZIP:

| | | | | |

 **Earliest Start Time of work**: **Latest End Time of work**: **Hours per Day:** **Days per Week**: **Total Hours of Employment**:

 Mon-Fri when school in session

 outside local public school districtNo more 3 work hours (Mon-Fri) No more than 6 No more 3 hours per day outside local public school hours

 hours (Sept Labor Day-June 1) 7:00 pm (Labor Day-June 1) No more 8 work hours (Sat-Sun) No more than 6 (Monday – Friday when school is in session)

 **No earlier than 7:00 am (Sat-Sun) 9:00 pm (June 1 – Labor Day) No more 8 hours per day during non-school week No more 40 hours a week during non-school week**

 **No earlier 7:00 am June 1-Labor Day**

 Applicants Job Title: Hourly Wage: Name of Job Duties/Tasks to be Performed by the Minor: Name Equipment/Tools to be Used by Minor:

| | | | | | | |

 Signature of Employer: Print First and Last Name and Title: Telephone: Date:

| | | | | ( ) | | |

# Section III: Certification

***Each Box must be Completed by a Michigan School’s Issuing Officer – Must be Signed by the Issuing Officer to be Valid***

This is to certify that: (1) the minor personally appeared before me, (2) this form was properly completed, (3) listed job duties are in compliance with state and federal

laws and regulations, (4) listed hours are in compliance with state and federal laws and regulations, (5) this form was signed by student and employer, and I authorize

 | the issuance of this work permit. |

Evidence of Age confirmed by (Issuing officer checks one):

[ ]  Birth Certificate, [ ]  Driver’s License, [ ]  School Record, [ ]  Certificate of Arrival in U.S., [ ]  Hospital Record of Birth, [ ]  Baptismal Certificate,

| [ ]  Other (Describe): |

Number of Work Hours per week, when School is in Session:  **No more than 18 work hours per week when school is in session**

Name of School District: Address: City, State, and ZIP: Telephone:

| | | | | | | ( ) |

 Signature of Issuing Officer: Title: Printed Name of Issuing Officer: Issue Date:

| | | | | | | |

Form CA-6 (revised 08/11/2019) Combined Offer of Employment & Work Permit and Age Certificate **Must Print front and back on Pink Paper.**

**Instructions for completing CA-6 must be printed on back of form to be valid.**

## Summary of Requirements

**CA-6 MICHIGAN WORK PERMIT/AGE CERTIFICATE**

**Minimum Age for Employment is 14 years** except that a minor 11 years of age or older may be employed as a youth athletic program referee or umpire for an age bracket younger than his/her own age or as a golf or bridge caddy; 13 years of age or older may be employed to perform services which entail setting traps for formal or informal trap, skeet and sporting clays shooting events or in some farming occupations described in section 4(3) of the Youth Employment Standards Act 90 of 1978. ***Adult supervision of the employer or employee at least 18 years is required, at all times***.

**Who Needs a CA-6 Pink Work Permit?** Under 16 years of age (***including but not limited to home schooled – cyber school – online school – virtual school – public school and nonpublic – private school – not attending school - out-of-state resident, etc)*** and not specifically exempt from the Youth Employment Standards Act 90 of 1978. This completed (all sections I, II, II) pink CA-6 Combined Offer of Employment and Work Permit/Age Certificate allows a minor to be employed, only by the employer, at the location, listed in Section II; therefore, ***minor shall not begin*** employment in an occupation regulated by this act until the person proposing to employ the minor procures and keeps on file at the place of employment a completed original pink CA-6, as long as the minor works for the same employer.

Minors seeking employment who are homeschooled shall be issued a work permit by the issuing officer of the school district, intermediate school district, public school academy, or nonpublic school in which the minor's residence or prospective employer is located. The minor must present a signed, written statement from the parent or guardian, as the instructor of record, indicating how many hours per week the student is being homeschooled. The issuing officer will review the parent/guardian statement and issue the work permit with those hours reflected. The issuing officer will attach the parent/guardian statement to the work permit and keep a copy of the statement with their copy of the work permit filed at the school.

**Who Issues the Work Permit?** A State of Michigan issuing officer is the chief administrator of a school district, intermediate school district, public school academy, or nonpublic school, or a person authorized by that chief administrator in writing to act on his/her behalf.

Issuing Officer’s Responsibilities: Must complete section III of the CA-6 work permit, copy and be placed in the minor’s permanent school file. Work permits shall not be issued if the work is hazardous or injurious, information is incomplete, or if minor’s employment is in violation of state or federal law or of a regulation or rule promulgated under federal or state law.

**Employment of Minor**shall not be employed in, about, or in connection with an occupation that is hazardous or injurious to minor’s health or personal well-being or which is contrary to standards established by state and federal law, (i.e., construction, slicers, motor vehicle operation, power-driven machinery).

### **Instructions for Completing and Issuing:**

* 1. The Minor obtains the pink CA-6 from a State of Michigan Issuing Officer of the school district and completes Section I.
	2. The Minor takes the pink CA-6 to the Person/Employer proposing to employ the minor to complete Section II.
	3. The Employer/Person gives the pink CA-6 back to the minor to return to the State of Michigan Issuing Officer who verifies age of minor (Evidence of Age ***409.105 of Public Act 90 of 1978***) and ensures compliance with state and federal laws and regulations.
	4. The State of Michigan Issuing Officer after reviewing all information in Sections I, II completes section III including sign and date.
	5. The State of Michigan Issuing Officer makes copy of CA-6 (along with evidence of age) and places copy in minor’s permanent school file and returns original to the minor.
	6. The Minor gives completed original pink CA-6 Work Permit to the Employer/Person listed in Section II **before** beginning work.

**The failure or refusal to issue a work permit by the school may be appealed in accordance with Public Act 306 of 1969.**

 **Employer’s Responsibilities:**The issuance of a work permit ***does not authorize*** employment of minor contrary to state or federal law or of rule promulgated under federal or state law.

* Must have a completed pink CA-6 work permit, front and back, **before** a minor begins work.
* Must keep the original pink CA-6 work permit, front and back, at the place of employment.
* Must provide, at all times, supervision (ongoing instruction and guidance) by the employer or an employee who is 18 years of age or older.
* Must comply with federal, state, and local laws and regulations including nondiscrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.
* Must maintain adequate time records including number of hours worked each day along with starting and ending times required by Public Act 90 of 1978, as amended, and be made available for inspection by an authorized representative of the department.
* Must post required work place posters at work site which may be downloaded at the website ([www.michigan.gov](http://www.michigan.gov)).

 **14 and 15 Year Old work hours covered by Fair Labor Standards Act (FLSA)** www.dol.gov**:**

1. Outside of school hours as determined by the local public school district
2. Summer school sessions, held in addition to the regularly scheduled school year, are considered to be outside of school hours.
3. Not more than 40 hours a week during non-school weeks when school is not in session.
4. Not more than 18 hours a week during a school week when school is in session.
5. Not more than 8 hours a day on a non-school day (Saturday or Sunday or school vacation period summer/spring/winter).
6. Not more than 3 hours a day on a school day, including Fridays.
7. Not before 7:00 a.m. or after 7:00 p.m., in any 1 day, (September Labor Day through June 1).
8. Not before 7:00 a.m. or after 9:00 p.m., in any 1 day, (June 1 – September Labor Day).

 **Michigan Youth Employment:**

1. No more than 6 days in one week.
2. Not more than 5 hours continuously without a documented and uninterrupted meal or rest period, at least 30 minutes or more.

**Michigan Youth Employment Standards Act 90 of 1978:** laws, rules, regulations and guidelines contact the Department of Labor and Economic Opportunity, Lansing, Michigan, 48933, phone 517/335-6041 ([www.michigan.gov](http://www.michigan.gov)).

**Federal Fair Labor Standards Act:** information about federal child labor provisions contact the U.S. Department of Labor, [Wage and Hour Division](http://www.youthrules.gov/) (www.youthrules.dol.gov), or 1-866-4USWAGE.

**Revocation of Permit:** by the school issuing officer if: (1) poor school attendance results in a level of school work lower than that prior to beginning employment or (2) the minor’s employment is in violations of state or federal law or of a regulation or rule promulgated under federal or state. Any minor who has a permit revoked shall be informed of the appeal process by the school.