State of Michigan
Combined Offer of Employment and Work Permit/Age Certificate
CA-6 for minors UNDER 16 years of age

Permit Number for School Use (optional)

Employer Information:
- The employer must have a completed work permit form on file before a minor begins work.
- The employer must provide competent 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.
- The employer must return the work permit to the issuing officer upon termination of the minor's employment.

Directions: Please type or print using an ink pen. **See back of this form for summary of requirements.**

Section I: To be Completed by Minor Applicant and Parent/Guardian

Name of Minor:		Address:	City:	ZIP:
Age:	Date of Birth Month/Day/Year:	Last Four Digits of Social Security Number:	Contact Telephone Number for Minor:	
Name of School (present or last attended):		Address:	City:	ZIP:
School Status (check one): [ ] in school [ ] home schooled			Last Grade Completed:	
Signature of Minor: (x)		Name of Parent/Guardian (circle one):	Parent/Guardian Telephone:	

Section II: To be Completed by the Employer - Offer of Employment

Name of Business:		Address:		City:	ZIP:
Earliest Starting Time a.m./p.m.:	Latest Ending Time a.m./p.m.:	Hours per Day:	Number of Days per Week:	Total Hours of Employment per Week:	
Applicant's Job Title:	Hourly Wage:	Job Duties/Tasks to be Performed by Minor:		Equipment/Tools to be Used by Minor:	
Signature of Employer: (x)		Title:		Telephone:	Date:

Section III: To be Completed by 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 [ ] Certificate of Arrival in the U.S. [ ] Driver's License [ ] Hospital Record of Birth [ ] School Record [ ] Baptismal Certificate [ ] Other (describe)	Number of Hours in School per Week, when School is in Session: Number of Hours able to Work while Attending School:
Name of School District: Address: City, State, ZIP: Telephone Number:	Printed Name of Issuing Officer: Signature of Issuing Officer: (x)	Title: Issue Date:

Summary of Requirements
CA-6 MICHIGAN WORK PERMIT AND AGE CERTIFICATE

Who Needs a CA-6 Work Permit? A minor who is 14 to 15 years of age and not specifically exempted from the Youth Employment Standards Act (P.A. 90 of 1978) and minors 11-13 employed in certain occupations. This completed form permits a minor to be employed only by the employer and at the location listed in Section II. CA-6 Work Permits are valid until a minor turns 18 or graduates as long as the minor works for the same employer. Home schooled students must be issued a work permit from an authorized issuing officer.

Who Issues the Work Permit? The 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. The work permit may be issued by the school the minor attends or the school district where the minor resides or will be employed.

Employment of Minors: A person under 18 years of age shall not be employed in, about, or in connection with an occupation which is hazardous or injurious to the minor's health or personal well-being or which is contrary to standards established by state and federal acts, i.e., construction, slicers, motor vehicle operation, power-driven machinery. The minimum age for employment is 14 years except that a minor 11 years of age or older may be employed as a golf or bridge caddy or youth athletic program referee, and a minor 13 years of age or older may be employed in some farming occupations or as a trap-setter. Adult supervision is required.

Instructions for Completing and Issuing:

1. The Minor obtains the CA-6 from the Issuing Officer of their school district and completes Section I.
2. The Minor takes the form to the prospective Employer who completes Section II.
3. The Issuing Officer verifies the age of Minor using the best available evidence and ensures compliance with state and federal laws and regulations.
4. The Work Permit is issued by the Issuing Officer signing and dating the form in Section III.
5. The Issuing Officer makes a copy for the school file and gives the original to the Minor to return to the Employer.
6. The Minor returns the completed original form to the Employer **before** beginning work.

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

Employer's Responsibilities:

- Must have a completed work permit form **before** a minor begins work.
- Shall keep the original work permit form at the place of employment.
- Must provide competent adult supervision at all times.
- 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.
- Records required by Public Act 90 of 1978, as amended, will be maintained and made available for inspection by an authorized representative of the department.
- Must return the work permit to the issuing officer upon termination of the minor's employment.
- Must post required work place posters at work site; posters may be downloaded at www.michigan.gov/wagehour.

Issuing Officer's Responsibilities: A copy of the CA-6 shall be filed in the minor's permanent school file. Work permits shall not be issued if the work is hazardous, information is incomplete, or if the minor's employment is in violation of state or federal laws and regulations.

Hours of Work Covered by Federal Law (business gross annual sales exceed $500,000 or interstate commerce):
Minors 14 and 15 years of age may work:

1. 3 hours a day while school is in session; 8 hours a day on non-school days.
2. 40 hours in a non-school week; 18 hours in a school week.
3. Not before 7:00 a.m., only after school and only until 7:00 p.m., while school is in session.
4. From 7:00 a.m. until 9:00 p.m. during school summer vacation (June 1 - Labor Day).

Hours of Work Covered by State Law: Minors under 16 years of age may work:

1. 6 days in 1 week.
2. A weekly average of 8 hours per day.
3. 10 hours in one day.
4. 48 hours in 1 week, school and work combined.
5. Not more than 5 hours continuously without a 30 minute uninterrupted meal or rest period.
6. Between 7:00 a.m. and 9:00 p.m., but not during school hours.

Michigan Youth Employment Standards Act (P.A. 90 of 1978): For information about the law, rules, and regulations contact the Michigan Department of Labor & Economic Growth, Wage & Hour Division; PO Box 30476, Lansing, MI, 48909, phone 517/335-0400, www.michigan.gov/wagehour or for questions regarding work permits; contact the Office of Career and Technical Preparation, PO Box 30712, Lansing, MI, 48909, phone 517/373-3373, www.michigan.gov/octp and click on 'Career Preparation System', then select 'Work Based Learning Guide For Risk Management' and go to section 6.

Federal Fair Labor Standards Act: For information about federal child labor provisions, contact the U.S. Department of Labor, Wage and Hour Division, at 1-866-4USWAGE or www.youthrules.dol.gov.

Revocation of Permit: A permit may be revoked 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 Michigan Department of Labor & Economic Growth/U. S. Department of Labor informs the school of an employer's violations of state or federal laws or regulations. Any minor who has a permit revoked shall be informed of the appeal process by the school.