



Trainee Agreement & Waiver and On-Site Learning Agreement & Waiver Guidelines & Instructions

This process does not apply to the School of Medicine (SOM) Clinical Rotation Process that is managed by the SOM Receiving Student Affiliation Agreement Coordinator (RSAAC), individuals that use the CU Denver Experiential Learning Department to manage their intern/trainee positions, or for engagement of Minors on campus in an intern/trainee role.

To further the educational mission of the University of Colorado Denver | Anschutz Medical Campus (University), the following process was created for University Departments (Department) to follow when receiving a request to host a non-University student in an internship or trainee experience. In addition to the processes outlined below, please consult with your department's Human Resources (HR) professional immediately, to receive further guidance on campus policies, procedures and required documentation of an intern/trainee. **Please note:** if the individual is a Visiting Scholar or Researcher, they are not eligible for this type of arrangement and the Department should seek further support from their respective HR representative. [International Student and Scholar Services](#) (ISSS) should also be consulted if the individual is an international visitor. If the intern/trainee is an International Student, please contact ISSS before proceeding with one of the processes outlined below.

The Department must understand when accepting a non-CU student as an intern/trainee who **is not** provided with Worker's Compensation (WC) coverage from an outside entity, the University may be responsible for the WC coverage of that individual. This may lead to higher WC costs for the University if these individuals suffer compensable injuries while in the *bona fide* intern/trainee position. This includes any compensable occupational injury that occurs off site.

The processes outlined below is designed to assist Departments in structuring bona fide, unpaid intern/trainee opportunities for individuals coming to the University from a Sending Institution (School) or country that cannot provide WC for student interns/trainees or for individuals who do not have a School sponsor. The Department will **choose only one** of the processes below:

When to use the Trainee Agreement & Waiver: Department determines if there is a Sending Institution (School). If there *is* a School, Department pursues obtaining learning/training or affiliation agreement for intern/trainee experience from the School.

- The agreement needs to include:
 - Scope of the student(s) activities
 - Student training experience objectives
 - Expectations of the School and Department
 - School's intent to provide WC coverage for the intern/ trainee. Preferably the School provides WC. If School cannot or will not provide WC, the Department will obtain written confirmation as such.
 - Emergency Information
 - School Contact Information
 - School and University Signatures
 - Beginning and end dates of the training experience
 - Training/Internship work schedule and/or total number of hours projected to be on site
- The Department will send agreement to University Counsel for review and modification of agreement.
- Once agreement is finalized, the Department proceeds with completing the University Risk Management (URM) [Trainee Agreement and Waiver](#) found under the Trainees Tab.

When to use the On-Site Learning Agreement & Waiver:

- If an intern/trainee ("trainee") is not affiliated with a sending institution ("School"), is not receiving credit/performing duties as a part of a curricular requirement, or is not a paid employee; **OR:**



UNIVERSITY RISK MANAGEMENT

- If an intern/trainee is affiliated with a School, but that School is refusing to provide a learning/training and/or affiliation agreement and Workers' Compensation coverage for its student(s) as required by Colorado law.
 - The accepting Department must complete the URM [On-Site Learning Agreement and Waiver](#) found under the Trainees Tab.
 - Department obtains all required signatures, including the Dean of School/College or their Designee.

Additional Steps

Once the Department has chosen one of the appropriate processes and forms to supplement the intern/trainee experience, follow these additional steps:

- The appropriate learning/training or affiliation agreement and waivers must be fully executed and signed prior to the intern/trainee beginning their experience at the University.
- The accepting Department will follow the onboarding processes outlined on the [Health Sciences Career Pathways Hub](#).
- The Department must provide appropriate WC posting notices, as required by State of Colorado Workers' Compensation Law to the intern/trainee. Required posters can be found on the URM Workers' Compensation [website](#).
- All required documents must be maintained by the Department per the University Record Retention Policy.
- The Department is strongly advised to maintain an Intern/Trainee Tracking List ("List") of all individuals granted an intern/trainee experience under this process for WC purposes. If a WC injury occurs and a claim is filed for one of these individuals, URM will request Department provide the required information (learning/training or affiliation agreement and List) in order to authorize WC benefits for the individual. ***If the documents are not provided, WC may not apply, and the Department could be responsible for the costs of a claim.***

The List should include:

- Name of the student
- Sending institutions name, city, and state, contact information (if applicable)
- Beginning and end dates of the training experience
- Trainee/Internship work schedule and total number of hours
- Department, Supervisor, and location of the learning experience