

CERTIFIED YOUTH EMPLOYMENT PROGRAM

Employers hiring “unemancipated minors” as defined in the Denver Revised Municipal Code Section 58-18(e) and seeking to pay a reduced minimum wage – no lower than 15% of the current minimum wage – may seek certification through Denver’s **Certified Youth Employment Program**.

The program is administered by Denver Workforce Services, a part of Denver Economic Development & Opportunity (DEDO), with the assistance of the Denver Auditor’s Office.

<p>Core Tenets</p>	<p>The Certified Youth Employment Program is meant to support developmental programs that allow minors to grow foundational working skills as well as industry-recognized skills that will support their long-term careers.</p> <p>Employers are encouraged to retain unemancipated minors and pay the full minimum wage or higher after completion of the program and successful attainment of related credential(s).</p>
<p>Employer Eligibility</p>	<p>Employers hiring “unemancipated minors” (as defined in the Denver Revised Municipal Code Section 58-18(e)) and seeking to pay a reduced minimum wage (no lower than 15% of the current minimum wage) may obtain certification as a Certified Youth Employment Program under one of the following categories.</p> <p><u>Category A:</u> STUDENT LEARNER Employers who can demonstrate they are employing unemancipated minors who are actively participating in a recognized school-based training program (apprenticeship, pre-apprenticeship, work-based learning, etc.) may receive approval. School-based programs have a demonstrable connection to an educational institution, either teaching or counseling staff, who are engaged in program operations and oversight.</p> <p><u>Category B:</u> WORK-BASED LEARNER To be eligible, employers must demonstrate unemancipated minors are working towards gaining an independently recognized credential. Hours spent in credentialing activities outside the work being performed for the job must be paid.</p> <p>Each category of employer/program must ensure and document that all persons paid less than the city minimum wage are working in conjunction with a curriculum designed to develop enumerated skills and competencies of such workers, as submitted in the certification application.</p>
<p>Application</p>	<ul style="list-style-type: none"> • Must complete a Certified Youth Program application and list each position being considered for the reduced wage. • Application must include a job description for each position • Application must list the number of unemancipated minors expected to be hired as Student and Work-Based Learners • For Student Learners, applications must include documentation from the school-based training program.

	<ul style="list-style-type: none"> • For Work-Based Learners, applications must include a description of the independently recognized credential and related activities • For Work-Based Learners, time spent earning the credential and related activities must be demonstrable through payroll/timesheets • For all categories, must document that all persons paid less than the city minimum wage are working in conjunction with a curriculum designed to develop enumerated skills and competencies.
Foundational Requirements	<ul style="list-style-type: none"> • Employers will comply with all laws and policies related to working with minors, including but not limited to relevant child labor and safety laws • Employers will carry general liability insurance and workers' compensation insurance. • Employers must pay full minimum wage once the employee reaches 18 years old and/or becomes emancipated. • Employers must continue to pay minors during their time spent in training as part of the Program. • Minors cannot be held responsible for any fees associated with earning an industry recognized credential as part of the Program. • Employers must pay full minimum wage once the employee completes/is no longer engaged in the Certified Youth Employment Program and proposed curriculum • The maximum number of hours for which an employer may pay an unemancipated minor the Reduced Minimum Wage is 480 hours
Recertification	<ul style="list-style-type: none"> • Employers will be certified for 12 months from the day of certification • Annual recertification is required through the Certified Youth Employment Program Recertification application • Must include information from the prior year including number of unemancipated minors employed under the Certified Youth Program, total number of hours at the reduced rate, total training hours and period of employment for each unemancipated minor, and total number of successful credentials earned (mandatory for Work-Based Learners), and information on whether or not the program participants were retained after the conclusion of the program (and for how long) • Any material change to the training program or certified occupation will require the completion of a new CYP application including but not limited to changes in the applicable occupations, changes to the industry-based credential, changes to affiliated school-based programs, etc.
Documentation	<ul style="list-style-type: none"> • Employers must obtain documentation confirming program participants were unemancipated and retain that documentation up to a full year after their participation in the Certified Youth Employment Program • Employers are encouraged to retain payroll information showing time spent working and time spent in training and programmatic activities up to a full year after a minor's participation in the Program.

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