

## Procedure for Obtaining a Youth Employment Certificate

1. Go to the Youth Employment Certificate (work permit) on the N.C. Department of Labor's website:

[http://www.nclabor.com/wh/youth\\_instructions.htm](http://www.nclabor.com/wh/youth_instructions.htm)

Computer access may be available at the potential employer, schools or public libraries if you do not have access at home.

2. Complete the application screens identified below. This process works best when completed at the employer's location to ensure accuracy of job descriptions and ABC permit requirements. The completed YEC must be signed by the youth, parent and employer in order to be valid.

**Screen 1:** Requests information on the youth, proposed employer and business type.

**Screen 2:** Requests a response regarding the employer's ABC permit status for most business types. **This is a required field;** however, a "YES" response applies mostly to restaurants and country clubs where alcoholic beverages are sold **and** consumed on the premises.

**Screen 3:** Displays job restrictions by age groups and requests selection of proposed employment.

**Screen 4:** Displays information entered for review prior to printing.

3. Completed and signed certificates must be given to the employer on or before the first day of work.
4. The employer must verify the youth's age, proposed job duties and any restrictions noted on the certificate.
5. The certificate must be maintained by the employer for two years after employment ends or until age 20, as appropriate.

If you have questions about this form or youth employment restrictions, please contact the Wage and Hour Bureau at 919-807-2796 (Raleigh) or toll-free (NC only) 1-800-NC-LABOR (1-800-625-2267). Our Call-Center is open from 8 a.m. to 4:45 p.m., Monday through Friday.

**Note:** Governmental (public), agricultural and domestic employers are **not** required to obtain state youth employment certificates in order to employ youths under 18 as these employers do **not** come under any of the state youth employment provisions. Therefore, the N.C. Department of Labor will **not** allow the issuance of youth employment certificates for youths under 18 employed by any of these employers. These employers may still be subject to the federal child labor provisions of the Fair Labor Standards Act (FLSA) and may have to comply with its age verification requirements. For questions on the federal child labor requirements, contact the U.S. Department of Labor's Wage and Hour Division's national call-center at 1-866-4-USWAGE (toll-free). Website: <http://www.dol.gov/esa/whd/>.

## Alternative Procedure for Obtaining a Youth Employment Certificate

**The online procedure outlined above is the preferred method for obtaining a Youth Employment Certificate (work permit).** If you cannot complete the certificate online:

1. Print the blank Youth Employment Certificate (work permit) on the following page.
2. The youth should complete the top sections from “Name” down through “Zip Code.”
3. The employer should complete the remaining sections from “Job Description” down through “Area Code and Phone Number” **and** sign the form. **\*Note:** Employer must appropriately mark the “ABC ON-PREMISES PERMIT?” section.
4. Obtain the signature of a parent, guardian, custodian or person standing in place of a parent as defined in 29 Code of Federal Regulation (CFR) 570.126. **Note:** This signature is not required for a youth who has been issued a final decree of emancipation by a court of competent jurisdiction pursuant to Chapter 7B, Article 35 of the N.C. General Statutes.
5. Take the completed certificate **along with a “proof of age” document** (birth certificate, driver’s license, learner’s permit, state-issued ID, passport, etc.) to the local Department of Social Services (DSS) office or location of an approved designee. Once the information has been verified, the youth will be asked to sign the form in the presence of the issuing officer. Website to get all county DSS offices: <http://www.dhhs.state.nc.us/dss/local/>. **Note:** Some county DSS offices no longer process Youth Employment Certificates. Telephone before going.
6. Provide a copy of the “issued” certificate to your employer on or before the first day of work. The employer is required to maintain this certificate on file.

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NORTH CAROLINA DEPARTMENT OF LABOR
YOUTH EMPLOYMENT CERTIFICATE

Four empty rectangular boxes for identification or tracking.

Please Type or Print Clearly

Form sections for Youth information: Name of Youth, Date of Birth, Age, Sex, Area Code, Phone, Complete Mailing Address, City, State, Zip Code, Job Description, Company Name, Type of Business, \*ABC ON-PREMISES PERMIT?, Complete Mailing Address, City, State, Zip Code, Area Code, Phone.

SIGNATURES & IMPORTANT INFORMATION BELOW

- 1. Minimum Age for Employment: Fourteen (14) for non-farm work with limited exceptions. Proof of age includes birth certificate, driver's license or DMV issued identification card, school records, insurance records, or other documentary evidence approved by the Department of Labor.
2. \*ABC On-premises Permit Restrictions: Youth under age 18 may not prepare, dispense, serve, or sell alcoholic beverages for any reason even if employed by their parents. Youth 16-17 may be employed in the premises to perform other duties including waitperson and cashier as long as youth is not serving, taking orders or ringing up on-premises alcoholic beverages. Youth under age 16 may not work in the premises for any reason. A limited exception exists for youth under age 16 who are employed by their parents to work in the premises to perform other duties. Youth 14-15 may work on the outside grounds to perform other duties with parent/guardian written permission (permit signature is acceptable).
3. Rest Breaks: No youth under age 16 may be employed for more than 5 consecutive hours without an interval of at least 30 minutes for rest (applies to employers who are subject to state labor law only).
4. Hours Restrictions (14-15 year olds): Only between 7 am and 7 pm (except until 9 pm during the summer when school is not in session); only outside school hours; no more than 3 hours per day or 18 hours per week when school is in session; and, no more than 8 hours per day or 40 hours per week when school is not in session.
5. Hours Restrictions (16-17 year olds): If regularly enrolled in grades 12 or lower, cannot be employed between 11pm and 5 am when there is school the next day for the youth unless the employer receives written permission from the parent/guardian and the principal or principal's designee. This restriction does not apply to youth enrolled in GED programs or who have dropped out of school.
6. Permitted Occupations (14-15 year olds): Can only work in office or clerical occupations, in retail sales or service occupations including food service and gasoline service stations. Cannot work in manufacturing, construction, or occupations involving the use of power-driven machinery including lawn mowers.
7. Hazardous/Detrimental Occupations (Not Permitted For Youth Under Age 18) [\*Limited apprenticeship/student learner exemptions]:
- Manufacturing or storing explosives
- Motor vehicle driving (limited exemption) and outside helper
- Logging and sawmilling
- Power-driven woodworking machines\*
- Power-driven metal forming, punching, shearing\*
- Mining
- Slaughtering, meat packing, processing or rendering\*
- Power-driven bakery machines
- Power-driven paper products machines\*
- Manufacturing brick or tile
- Power-driven circular saws, band saws, or guillotine shears\*
- Wrecking, demolition and shipbreaking operations
- Roofing operations\*
- Excavation operations\*
- Welding, brazing and torch cutting\*
- Any process where quartz or any other form of silicon dioxide or asbestos silicate are present in powdered form\*
- Any work involving exposure to lead or any of its compounds in any form\*
- Any work involving exposure to benzene or any benzene compound which is volatile or can penetrate the skin\*
- Occupations in canneries, seafood and poultry processing which involve cutting or slicing machines, or freezing or packaging activities\*
- Any work which involves the risk of falling a distance of 10 feet or more, including ladders and scaffolds\*
- Any work as an electrician or electrician's helper\*
- Any work in confined spaces\*
- Occupations requiring the use of respirators\*

\*\*NOTE: For more details on child labor/youth employment, go to: http://www.nclabor.com/wh/fact%20sheets/joint\_state\_fed.htm

The undersigned individuals certify that the above information is correct; the youth will not be employed in a hazardous, prohibited, or detrimental occupation; will only be employed during legal hours; and, will be employed only in a permitted occupation.

Employer's Signature: \_\_\_\_\_

Parent/Guardian/Custodian's Signature: \_\_\_\_\_

Youth's Signature: \_\_\_\_\_
(Youth must present proof of age and must sign in the presence of the issuing officer)

DSS/Designee's Signature: \_\_\_\_\_

County Designee ID Number