



INSTRUCTIONS for completing the fillable Cooperative Education Forms (PDF)


Both the Training Agreement and the Learning Objectives forms must be signed by 1) Student; 2) Employer; 3) Instructor; and 4) Specialist, generally in that order. To protect privacy, the Student should initiate the signature with the Employer.

1. Download/save the forms (Training Agreement and Learning Objectives).

2. Fill the requested information in the fields.

3a. Print out, sign, and scan the forms OR

3b. Digitally sign the forms with Acrobat Reader (suggested), Word, or other app/online pdf signature tools.

- Create a digital signature to be saved and used in AR or other tools. (Scan your signature from an existing signed document or “draw” a signature using a graphic tool. Save for use later.)
- If using Acrobat Reader, use the Fill & Sign tool  from the toolbar or right pane. (See [How to sign or initial your form using Acrobat.](#))

4. Save the completed forms to your preferred drive or device.

5. Send an email to the next person to sign with the completed forms attached. (Share these instructions if needed.)

The Specialist receives the Co-op forms last and will request registration directly. Students CANNOT register themselves for Co-op. All signatures are required before the Student can be registered.

*Depending on your software, you may also be able to complete the forms online. However, you will still need to complete steps #4-5. The forms cannot be submitted online.