



The University of the State of New York
The State Education Department
Office of Student Support Services
Albany, NY 12234
www.nysed.gov

Last Updated: December 14, 2023

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This manual summarizes information school administrators need regarding student employment certificates. The manual should be useful for school administrators who organize the district's employment certification program, for those who issue certificates, and for others in the school whose functions relate to the employment of minors. The employee and the employer are protected by proper certification procedures and, therefore, school officials should continue to manage effective and efficient programs for issuing employment certificates.

The manual describes the school district's responsibilities and authority to issue employment certificates, the employer's responsibilities, the forms school districts must use, the requirements for certificates and permits, and the types of certificates and permits schools are required to issue.

Issuing Authority

Provision for Issuing

The process of issuing employment certificates should be easy and convenient. School districts must ensure this service is provided to minors during vacation periods. It is not

Education Department. To avoid unnecessary delay, school officers who issue forms should instruct applicants to return the completed forms to the schools office where they obtained them.

An employment certificate or permit should be issued to any qualified applicant who is between twelve and eighteen years of age. Employment certificates and permits are not

Permit), must be completed only (a) for a minor with a medical limitation and (b) for a minor 16 years of age who is leaving school, prior to high school graduation, and who resides in a district which requires a minor under 17 years of age, who is not employed, to attend school.

- x School Record - On the Application for Employment Certificate, the Schooling Record must be completed only for a minor 16 years of age who is leaving school, prior to high school graduation, and who resides in a district which requires a minor under 17 years of age, who is not employed, to attend school.

The line on the application for employment certificate/permit forms (AT-17 and AT-22) requesting a minor's social security number has been deleted. Further information on [Working Papers and Social Security Numbers](#) is available on our website.

There are only TWO applications used in the entire employment certification program: the Application for Employment Certificate, and the Application for Employment Permit. All certificates and permits are issued following the completion of one or the other of the applications. The forms meet all requirements of the law. Information which the certifying officer and the applicant need to complete the application is printed on the forms. The applications are easy to complete and are self-explanatory.

All applications should be kept on file for any reference necessary concerning the minor's employment or certificate. The Physical Fitness Certificate also should be kept on file.

There are three types of employment certificates, all of which are applied for on Form AT-17 (Application for Employment Certificate).

- x Non-factory Employment Certificate - This certificate is issued to all qualified applicant who are attending school and are from 14 to 16 years of age. It is valid for part-time work when school is in session, and for full-time work during vacation periods.
- x Student General Employment Certificate - This certificate is issued to all qualified applicants who are attending school and are from 16 to 18 years of age. it is valid for part-time work when school is in session, and for full-time working during vacation periods. It is valid for factory work.
- x Full-Time Employment Certificate - This certificate is issued to a minor who is leaving school, or has graduated from high school. Applicants must be from 16 to 18 years of age. The certificate may be issued to a minor under age 16, if the applicant is a high school graduate. In that case, however, it is not valid for factory employment.

All employment certificates are valid for a period of two years. When a minor holding a non-factory certificate reaches age 16, he or she may apply for the Student General

Certificate. In this case, a new application and physical examination are required. The physical examination is not required if the minor's most recent physical fitness certificate has been issued within twelve months of the application date.

Minors holding the Student General Certificate who apply for the Full-time Certificate must also present a new application and certificate of physical fitness.

All certificates must be signed by the minor in the presence of the issuing official, at the time the certificate is issued. (See 6/23/21 [Memo RE: Continuation of Optional Remote Application Process for Employment Certificates and Permits](#) for exceptions.)

Employment certificates are not valid during the hours school is in session, except for the full-time certificate.

Employment Permits

Employment certificates are valid for many types of employment. Permits are issued for a specific occupation. Generally, employment is illegal for minors under 14 years of age. The exceptions to this are for minors employed as newspaper carriers, or employed with a special farm work permit.

- x Newspaper Carrier Permit - This permit is issued to minors from 11 to 18 years of age to engage in the occupation of delivering, or selling and delivering newspapers, shopping papers, and periodicals.
- x Farm Work Permit - This permit is issued to minors from 14 to 16 years of age for farm employment. The permit is valid only when signed by the employer. A permit is not required for the employment of a minor over 16 years of age in farm service.
- x Farm Work Permit - Special - This permit may be issued to a 12 year old minor for the hand harvest of berries, fruits, and vegetables. The minor must be accompanied by his parent or guardian, or the employee must have the written consent of the parent or guardian. Employers must sign the permit.
- x Street Trade Permits - This permit is issued to minors from 14 to 18 years of age

employment, the minor must secure a job before the certificate can be issued. The pledge of employment must be completed on the application and signed by the employer. A Limited Employment Certificate is valid for a period of six months.

Duplicate Certificates

Minors may hold multiple jobs at the same time. In this case, duplicate certificates may be issued. They should be stamped "duplicate".

Duplicates also may be issued when a minor loses his or her certificate or permit, or it is not returned by an employer. Minors should be instructed to obtain their certificate from the employer when they leave a job to begin another.

Age Certificate

Occasionally an employer may question a minor's age as stated on employment papers, or as stated by the minor. In such cases, employers may request a certificate of age from the school. Such requests are so infrequent that a special form has not been developed for this purpose. A certificate of age is merely a statement on the school letterhead certifying a minor's age. This statement should be mailed to employers who request one.

Child Performer and Model Permits

Schools do not have the authority to issue permits for this purpose. All applicants for a Child Performer Permit should be directed to:

NYSDOL, DIVISION OF LABOR STANDARDS (Child Performer)

Tel. (518) 457-1942, Fax (518) 457-2731

Labor Standards Section, 120 West 30th Street, New York, NY 10018-4202

- x Minors working for their parents at outdoor work not connected with a business
- x College students 16 or 17 years of age employed by a nonprofit college, university, or faculty association;
- x Casual employment consisting of yard work and household chores about the