

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

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/>.