

## Chapter SPS 409

### PLACEMENT SERVICES

SPS 409.01 General philosophy.  
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**Note:** Chapter EAB 6 was renumbered chapter EAB 9, [Register, June, 1990, No. 414](#), eff. July 1, 1990. Corrections made under s. 13.93 (2m) (b) 1., Stats., [Register, October, 1997, No. 502](#). **Chapter EAB 9 was renumbered chapter SPS 409 under s. 13.92 (4) (b) 1., Stats., Register November 2017 No. 743.**

**SPS 409.01 General philosophy.** The placement methods define the school's placement function. The offer of placement services to students is optional but when made, standards of performance on the part of the school will be required.

**History:** Cr. [Register, December, 1972, No. 204](#), eff. 1-1-73; am. [Register, October, 1997, No. 502](#), eff. 12-1-97.

**SPS 409.02 Minimum requirements.** When a placement service is offered or advertised by a school, the following minimum requirements must be observed:

(1) Student referrals must result from direct contact between the school placement service and prospective employer representatives.

(2) Documented evidence of student referrals must be maintained and should include, but not be limited to the following:

- (a) Number of referrals by company per individual student.
- (b) The results of referrals.
- (c) Final placement.
- (d) Percent of graduates placed.

**History:** Cr. [Register, December, 1972, No. 204](#), eff. 1-1-73; am. (1), (2) (c), [Register, October, 1997, No. 502](#), eff. 12-1-97.

**SPS 409.03 Student understanding of placement service representations.** (1) No communications, either oral or written, between school representatives and prospective students shall state or imply job guarantees as a result of any placement service offered.

(2) It must be made clear to the student that the placement service provided by the school is offered as an assistance in working

out the student's placement, but is not offered as an assumption of the responsibility for finding the student a job.

**History:** Cr. [Register, December, 1972, No. 204](#), eff. 1-1-73; am. (2), [Register, October, 1997, No. 502](#), eff. 12-1-97.

**SPS 409.04 Disclaimer.** (1) Whenever a school knows or has reason to know that a prospective student is unlikely to successfully complete a program or is unlikely to qualify for employment in the vocation or field for which the training is designed to prepare a student, this fact must be disclosed to the prospective student. If a prospective student expresses a desire to enroll after such disclosure, a disclaimer may be obtained by the school. A valid disclaimer shall only consist of a statement, separately signed by the student, that the student is fully aware that it is unlikely he or she will be able to successfully complete the program and/or fully aware of the improbability or impossibility that he or she will qualify for employment in the vocation or field for which the program was designed to prepare the student.

(2) This waiver provision does not alleviate a school's responsibility to make reasonable accommodations consistent with the Americans with Disabilities Act.

**History:** Cr. [Register, December, 1972, No. 204](#), eff. 1-1-73; am. (intro.), cr. (1), [Register, October, 1997, No. 502](#), eff. 12-1-97.

**SPS 409.05 Employment advisory services.** Whenever a school offers employment counseling or placement services not meeting the minimum requirements of s. [SPS 409.02](#) or furnishes employment referrals not the result of direct contact between the school and prospective employer representatives, such counseling shall only be designated as "Employment Advisory Services."

**History:** Cr. [Register, December, 1972, No. 204](#), eff. 1-1-73; am. (1), [Register, June, 1990, No. 414](#), eff. 7-1-90; r. (2), [Register, October, 1997, No. 502](#), eff. 12-1-97; **correction made under s. 13.92 (4) (b) 7., Stats., Register November 2014 No. 743.**