

Training Agreement - Employer section

The Professional Career Training USA Program

Thank you for your interest in offering a position to an overseas worker through CIEE's Professional Career Training USA (PCT) Program, which allows international students to undertake up to 18 months of practical training with a US company.

As thousands of US employers discover every year, hiring an international trainee is an excellent way to internationalize your workplace. While participants have the opportunity to gain valuable experience in the US workplace, employers benefit from the influx of fresh ideas and unique perspectives that an international trainee brings.

CIEE is authorized by the US State Department under section 101 (A)(15)(J) of the Immigration and Nationality Act to provide the necessary legal sponsorship that allows eligible foreign candidates to obtain the J-1 "Exchange Visitor" visa, and does so through the Professional Career Training USA Program. All participants are able to produce the full-documentary evidence of their authorization to work.

CIEE PCT Agreement Form

Once a prospective trainee has a verbal offer from an employer in the US, he or she may obtain application materials from CIEE. This Training Agreement Form is a central part of the application.

Once this form is completed by the employer in the US and returned to the applicant, he or she will submit it along with other necessary materials to the appropriate CIEE office outside of the US. If approved, CIEE will issue the applicant a DS-2019 form (the document that states our legal sponsorship), allowing the student to then apply to the US Embassy for the J-1 visa. After the visa is issued, the applicant will be ready to enter the US and undertake his or her PCT within the exact dates indicated on the DS-2019 form (these will be based on the dates provided in this agreement form).

The information that you are asked to provide on this form will indicate the overall characteristics of the proposed placement. Our aim is to gain an understanding of the specific educational objectives that you envision for the trainee. Of particular importance will be the information given on the exact tasks, duties and responsibilities that the trainee will perform, as well as the departments in which he or she will work and the type of supervision the trainee will receive.

Points to remember when filling out this form

As a US State Department designated legal sponsor for the trainee program, CIEE is required to ensure that each placement meets the strict requirements of a "training" program. Each such position should be geared towards the participant's career path and not fill a labor need. As well, the training should be on par with the participant's previous work experience and level of study.

The following section indicates the particulars of the proposed training exchange. When completing this section, please be aware of the following program rules :

- The trainee must be directly employed by the employer, not a placement or staffing agency
- The trainee must be on the company's payroll and not be considered an independent contractor
- The trainee must apply for a Social Security number, whether the PCT is paid or unpaid

As a benefit to both employers and trainees, CIEE suggests a schedule of rotation with all types of training exchanges, which will allow students to gain valuable skills and experience in their program. A rotation will also assist employers in having well-informed, versatile, and productive trainees who are able to handle the various duties associated with the overall operations of the business.

1. For employers in the fields of Hospitality, Tourism, Hotel Management and Catering

CIEE requires that training programs in fields related to Hospitality, Tourism, Hotel Management, and Catering be on a rotating basis, scheduled throughout various departments, with rotations lasting anywhere from 3 to 4 months. This means that such participants must not be undertaking the same tasks for longer than this period of time within the overall training period of up to 18 months. This rotating schedule will be mutually beneficial to both the trainees and the employers.

2. For employers in the fields of Social Work, Counseling, Medicine, and Veterinary Science

CIEE has implemented guidelines for participants taking part in placements in the fields of Social Work, Counseling, Medicine, and Veterinary Science in order to clarify acceptable training objectives within these PCT areas.

Following is a list based on the US State Department regulations.

Acceptable

- Administrative work
- Observation of treatment
- Assisting with research-related work
- Conducting survey interviews (only those formulated by supervisor)
- Laboratory work

Not Acceptable

- Direct physical contact with a patient, animal or client of any kind (including physical therapy and medical care)
- Facilitation or co-facilitation of group sessions
- Individual counseling (including exercise and art therapy groups)
- Practice of counseling techniques and treatment plans
- Creation of surveys

Learning and Training Plan (to be filled out by the US employer only)

Please answer each section of the following agreement as thoroughly and, where relevant, with much detail as possible (feel free to attach an additional sheet). For all telephone and fax numbers include : country code/city code/number

1. Name of trainee to whom this agreement pertains
2. Name and title of staff member completing this form

Section I – Employer Details

1. Organization name
Department
2. Address Suite
City..... State Zip code
3. Contact telephone Fax
Email Website
4. Company activities
5. Number of employees on site
6. Number of interns/trainees currently working at your company (on site) : International American
7. Average duration of internship/training program

Section II - Program Details

1. Address of training site
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2. Trainee's title
3. Department(s) where trainee is assigned (list duration in each department)
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4. Name and title of trainee's supervisor
5. Training dates : from (month/day/year) to (month/day/year)

IMPORTANT : EXACT DATES must be indicated BY THE EMPLOYER in order for the student to be able to apply for a visa. Approximate dates and/or dates indicated by other individual cannot be accepted.

6. Remuneration per month in US \$
7. If the employer provides any of the following, indicate approximate value in US \$ of each per month :
Housing US \$ Board US \$
Transportation US \$ Other US \$
8. Hours per week (minimum 30)

Section III - Training Objectives

The following section refers to the overall goals of the placement, as well as the specific method of supervision and the duties and responsibilities that the trainee will hold.

1. What methods will your company use to provide on-the-job-training ?
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2. What skills and knowledge will the trainee acquire during the exchange ? How will the above-mentioned methods help achieve this ?
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3. How will the trainee be supervised and given feedback on his/her performance ?
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Section IV –Training Plan

Please outline the specific tasks and responsibilities the participant will have as part of his/her training. The purpose of this grid is to provide a guideline for both the employer and the trainee. Please note that work assignments, duration, and tasks may vary as determined by supervisor. A few brief examples are included below for reference. The grid you complete for your trainee should contain a more thorough overview of the proposed training program.

Department/Area	Task/Activities	Objectives of training segment	Task time / Time in department
Example 1 : Hospitality			
Accounting	Daily income audit, House Bank responsibilities, deposit preparation, credit forecast preparation, personal check acceptance procedure, collection involvement, goods/supply needs, and payroll report submission	Understand the financial operations of a hotel business	4 months
Front Desk	Reservations : managing check-in, maintaining accounts and billing procedures.	Develop a managerial perspective on how to organize this department	3 months
Concierge services	Research city information to fulfill guest requests, FedEx and Package procedures, VIP procedures, restaurant reservation procedures and guest amenities procedures.	Learn how to deliver superior customer service on individual requests	3 months
Example 2 : Social Work/Counseling			
	Observation of treatment Assisting with research-related work. Administrative work..	Provide a well-rounded introduction to how social services are delivered by the organization	5 hours/weekly 3 hours/daily 4 hours/daily
Example 3 : Marketing/Sales			
	Customer presentations. Maintaining customer contacts database Follow-up calls to potential customers.	Build on existing marketing skills by focusing on a one-to-one marketing approach	2-3 hours/weekly 2 hours/daily 3 hours/daily

Please give complete details :

Department/Area	Task/Activities	Objectives of training segment	Task time / Time in department

Section V – Employer Acknowledgement and Agreement

In order for CIEE to agree to sponsor a trainee with your organization you must read and agree to the following program regulations and employer obligations and responsibilities:

1. I acknowledge the general goals and objectives of the Professional Career Training USA program as an authorized exchange visitor program allowing qualified foreign applicants to undertake a period of training in the US in American business practices and to promote the general interests of international educational exchange.
2. I acknowledge that the maximum duration of this program is limited to 18 months and that the position offered must be at least 30 hours per week.
3. I affirm that the completed Training Agreement Form accurately reflects the nature of the program being offered and I agree to provide the trainee with the appropriate activities, trained supervision, and equipment needed in order to fulfill the stated objectives on the Training Agreement Form.
4. I certify that any on-the-job training of this participant will in no way displace an American employee or in any way be used to fill labor shortages and that this program is not being used to recruit and train foreigners for employment in the US.
5. To the best of my knowledge, the trainee intends to enter the US for purposes of a training program and does not intend to abandon his/her non-immigrant status. I will not encourage, or ask CIEE to support, any change of visa category which would keep the trainee in the country beyond the date shown on the DS-2019, the document governing the participant's admission and legal stay in the US.
6. I acknowledge that CIEE is the legal sponsor of the trainee as required by the State Department regulations governing this exchange visitor program and I agree to inform CIEE and get prior approval of any changes to the training plan submitted including, but not limited to, change in location of training, changes to the content of training, or changes to the length of training.
7. I agree to contact CIEE in the event of any emergency involving an trainee.
8. I agree to complete the employer section of the Professional Career Training Evaluation forms and understand that each trainee is provided with these forms prior to their arrival in the US.
9. If an participant leaves the employment for any reason, I will inform CIEE within 5 days.
10. I understand that the trainee is exempt from Federal Unemployment, Medicare and Social Security taxes but must pay all Federal, State and City Income taxes. (Reference Dept of Treasury, IRS Publication 15, Circular E, Employer's Tax Guide, p. 31 revised Jan. 2001).
11. I understand that the trainee must apply for a Social Security number even if the position is unpaid.
12. I understand that Council will not sponsor any trainee involved in patient care of any kind, flight personnel or performing artists. Please contact CIEE if you have any questions.
13. I understand that all contracts, offer letters, agreements and similar documents, as well as company policies such as drug testing, required by an employer and binding on an trainee must be submitted to the trainee as part of the Training Agreement Form.
14. I agree to abide by all local and federal health & safety and employment laws designed to protect the participant both in the workplace and in any-employer-arranged accommodations.
15. I understand that CIEE, as the legal sponsor, is available to give support and guidance to employers and trainees including, but not limited to, tax and social security set-up and emergency support.
16. I understand that CIEE reserves the right to withdraw sponsorship from any participant who does not, or whose employer does not, comply with CIEE program rules and regulations. I further understand that such withdrawal of sponsorship requires the trainee to leave the US.

In signing below, I am indicating that I understand and agree to the conditions above. I realize that if I do not fulfill my obligations and responsibilities as an employer, CIEE may withdraw sponsorship of my company's trainee.

US Employer Signature

Name

Title

Place Date

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