

## Introduction to CIEE's Trainee Programs (Internship USA and Professional Career Training USA)

Thank you for your interest in offering to host an overseas trainee through CIEE's Trainee Programs, which allow professionals and students to undertake up to 18 months of practical training with a US company in specialty and skilled non-specialty positions.

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 nationals to obtain the J-1 "Exchange Visitor" visa. All participants in CIEE's Internship USA or Professional Career Training USA programs are able to produce the full documentary evidence of their authorization to train in the US.

The following pages should be completed by a Human Resources officer or the main point of contact for the trainee at the Host Company. The information that you provide on this form will indicate the overall characteristics of the proposed placement. Our aim is to understand the specific educational objectives that you envision for the trainee, and the substance of the training plan you will implement to achieve these objectives. 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 train and the type of supervision he or she will receive.

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 training position must relate to the participant's career path and not merely fill a labor need. The training should be appropriate, given the trainee's previous work experience and level of study. CIEE conducts Host Company verification checks to confirm all elements of the proposed training.

For CIEE program rules and US Department of State regulations [22 CFR 62.22], please visit [www.ciee-trainee.net](http://www.ciee-trainee.net). On this website you will also find examples of acceptable and unacceptable training plans, instructions on filling out this form, the list of training positions and tasks that are prohibited, and the Department of State's list of "unskilled occupations" that are not eligible for training programs.

## Host Company 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 Host Company obligations and responsibilities:

1. I acknowledge the general goals and objectives of the Internship USA/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 and attached Training Plan 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 be used to fill labor shortages and that this program is not being used to recruit and train foreigners for employment in the US.

**Please initial**

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 obtain prior approval of any changes to the Training Plan that I have submitted, including, but not limited to, changes in the location, content, or length of training.
7. I agree to contact CIEE in the event of any emergency involving a trainee.
8. If a participant leaves the Host Company for any reason, I will inform CIEE promptly, and in any event, within 5 days.
9. 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. (See Dept of Treasury, IRS Publication 15, Circular E, Employer's Tax Guide, p. 31 revised Jan. 2001).
10. I understand that the trainee must apply for a Social Security Number Card even if the position is unpaid.
11. I understand that CIEE will not sponsor any trainee involved with patient care of any kind, flight personnel or performing artists. (Please contact CIEE if you have any questions about the eligibility of particular training positions.)
12. I understand that in addition to the training proposal, any documents that are required by a Host Company and binding on a trainee must be provided to the trainee, including any contracts, offer letters, agreements and similar documents, as well as company policies such as drug testing.
13. 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 Host Company arranged accommodations.
14. I understand that CIEE, as the legal sponsor, is available to give support and guidance to Host Companies and trainees, including, but not limited to, tax and social security set-up and emergency support.
15. I understand that CIEE reserves the right to withdraw sponsorship from any participant who does not, or whose Host Company does not, comply with CIEE program rules and regulations, including this Agreement. I further understand that such withdrawal of sponsorship requires the trainee to leave the US.
16. I agree to complete a check-in verification to CIEE within one business week of trainee's arrival. I agree to promptly complete and return to CIEE the midpoint and final evaluations provided by CIEE for the trainee. (Training programs less than 3 months will only be provided with a final evaluation from CIEE.)
17. I understand that CIEE will contact me to verify this Training Plan.
18. I understand that CIEE may visit the Host Company training site.

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.

Signature

Name	Date	Day	Month	Year
Title	<input type="checkbox"/> Host Company contact OR		<input type="checkbox"/> Human Resource officer	
Name of Host Company	City	State		
E-mail				



Trainee name

Please check if you wish to post an open training position.

Trainee's title

Field of training (industry or function)

Brief description of trainee's role

Why have you selected this applicant for training at your company?

Why do you feel that on-the-job training is necessary for the trainee to achieve his/her academic or professional objectives in the field?

What skills and/or knowledge do you aim to acquire from this trainee while hosting him/her at your company? How will you achieve this?

Host Company	
Name of staff member completing this form	
<input type="checkbox"/> Host Company contact person	<input type="checkbox"/> Human Resources officer
Trainee name	<input type="checkbox"/> N/A open position

## Training Plan

Please submit an additional page for each phase of the Training Plan. Please refer to [www.ciee-trainee.net](http://www.ciee-trainee.net) for instructions and examples. Any addenda must be submitted on company letterhead.

Phase 1	Name of phase	Department
Trainee supervisor	Title	Phone
Start date for this phase	End date for this phase	
Briefly describe trainer's background (you may submit resume)		
Specific objectives/skills to be imparted in this phase of training		
Specific tasks to be completed by the trainee		
Describe the methods of training		
Frequency of supervision		
Method of evaluating the trainee for this phase		

### Training Proposal Agreement Must be signed by each party below.

Signature of Host Company (HR officer/contact person)	Date
Signature of Trainee applicant	Date
Signature of CIEE RO/ARO	Date