



**CCUSA**

# Practical Training USA /Intern USA Employer Application

## EMPLOYER INFORMATION

Name of Company offering position

Name of Trainee's / Intern's Supervisor

Title

Type of Company

Federal Tax ID # (EIN)

(Please note: this is a 9 digit number given to employers by the IRS)

Number of Full-time employees at Trainee/Intern's site of activity:

Annual revenue at Trainee/Intern's site of activity

Address where training program will take place:

Street

City

State

Zip Code

Telephone

Email

## TRAINEE/INTERN PROGRAM

1. Name of Trainee/Intern

Country

2. Duration of the training program: from

to

Month/Day/Year

Month/Day/Year

3. Compensation per month

4. Will housing or board be included or offered?    Yes    No    If yes, give specifics.

5. Will transportation be offered or reimbursed?    Yes    No    If yes, give specifics.

6. Will the trainee rotate among various departments?    Yes    No    If yes, give specifics.

7. How will the trainee be introduced to your company (including staff and company activities)?

8. How often will the trainee be evaluated, by whom and using what methods?

## CHECKLIST

Employer application complet

Letter of Agreement signed and enclosed.

Employment Agreement signed and enclosed.

Your worker's compensation insurance page showing validity dates and coverage amounts.

The license or certificate that allows you do business in your state or locality. If you are a non-profit organization please provide proof of your 501(c)3 status.

Send completed application and all enclosures to: Practical Training USA/ Intern USA • 901 E Street, Suite 300 • San Rafael, California 94901

## TRAINING PLAN REQUIREMENTS

Please note the following are the requirements for the writing of the training plan. However, please refrain from completing any of these steps prior to further instruction.

Under the U.S. Department of State Regulations, every Trainee/Intern applicant must present a training plan from their prospective employer with the J-1 visa application to the U.S. embassy in their home country. To comply with these regulations, the training plan should meet the following requirements:

1. The training plan must focus on the specific objectives, skills and tasks to be imparted and the methods of training. The plan must be specific as to duration and include a chronological breakdown of the training into appropriate lengths of times for the skills and tasks focused on in each phase. For a 12 month training program, phases can be three or four months in length. For an 18 month training program, phases can be four or five months in length.
2. As per the US Department of State regulations, CCUSA may need to conduct a site visit of your company/location.
3. Each training phase should address the following questions - at a minimum:
  - the description of the Trainee/Intern's role for this program or phase.
  - specific goals or objectives for this program or phase.
  - list the names and titles of those who will provide continuous supervision and what are their qualifications to teach.
  - what plans are in place for the Trainee/Intern to participate in cultural activities in the USA.
  - what specific knowledge skills or techniques will be learned
  - how specifically will these knowledge skills or techniques be taught
  - how will the Trainee/Intern's acquisition of new skills and competencies be measured



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# Practical Training USA / Intern USA Company Letter of Agreement

This form constitutes the agreement between CCUSA Training USA / Intern USA and (Company Name) and \_\_\_\_\_ to provide a Trainee/Intern program in the area of business, management, finance or commerce. The following terms and conditions will apply to any participant who will be placed in your company or organization on this program administered by CCUSA under the U.S. State Department Exchange Visitor program. Please retain a copy of this agreement for your records.

CCUSA agrees to provide the following to each Trainee/Intern placed with your company:

1. A pre-departure orientation detailing the following:
  - a. the stipend they will receive while in the U.S.
  - b. a full statement of all costs and fees they will be obligated to pay
  - c. an estimate of the living expenses they will incur during their stay
  - d. a summary of the program which clearly states the objectives and major components
  - e. information about your company and its expectations for their participation in this program
  - f. a copy of the specific training program developed for them
2. Medical and accident insurance.
3. Periodic evaluation opportunities
4. 24-hour emergency support and counseling services throughout their program
5. A completed DS2019 form enabling the CCUSA participant to obtain a J-1 Exchange Visitor visa

**Company agrees to provide to each CCUSA Trainee/Intern:**

1. Full information about the company and its policies and expectations in writing and via phone interview initiated by the employer
2. A training plan specifically developed for a Trainee/Intern and written by the employer - in cooperation with CCUSA and with final approval of CCUSA
3. A completed signed and approved DS 7002 Form with details provided from the training plan.
4. Explanation of fees the Trainee/Intern is responsible for paying if applicable, including all courses in which the Trainee/Intern will be enrolled
5. Information about the stipend, if any, offered to the Trainee/Intern
6. Information about the community and living expenses and assistance with housing arrangements
7. Orientation for the Trainee/Intern upon arrival to the company and the Trainee/Intern position specifically

**Company agrees to provide CCUSA:**

1. A contact person
2. Complete evaluations on each Trainee/Intern through the full term of the program
3. Employer must notify CCUSA before releasing a Trainee/Intern from their position and provide written documentation of incidents or warnings given to Trainee/Intern.

**Program Options:**

1. For the Independent Program, the host company finds a Trainee/Intern who they want to offer a training position to. CCUSA must approve your company's training curriculum and the Trainee/Intern candidate's eligibility before sponsorship is approved. The Trainee/Intern must have a degree or professional certificate from a post-secondary academic institution outside the U.S. in the field of training or a related field plus at least one year work experience in their occupational field outside the US OR five years experience in their occupational field outside the U.S. The training program must match the education or experience of the Trainee/Intern.
2. For the Placement Program, CCUSA must approve your company's profile and training curriculum for participation in the placement option. Matches can take up to 3-4 months to secure. Placements are not guaranteed.

**Company further agrees that:**

1. A CCUSA Trainee/Intern is not displacing a full-time or part-time US employee
2. Sufficient physical plant, equipment, and trained personnel will be dedicated to provide the training specified
3. It has read all State Department regulations for this program and agrees to act in accordance with these regulations (see attached regulations).
4. Any false, misleading or withheld information on the employer application or training curriculum is grounds for rejection.

**Release:**

Company agrees to waive and release all claims against CCUSA, including but not limited to its officers, directors, employees and representatives, for all injury, loss, damage, action, delays or expenses incurred by Company or any of its staff or clients (including legal costs and fees) caused by or involving a CCUSA Trainee/Intern during his/her stay at Company.

**Dispute Resolution:**

This agreement, and any claim arising out of or related to it, shall be governed by and construed under California law. The parties further agree to submit to the nonexclusive jurisdiction of California courts, and to bring any claim in California. Company and CCUSA agree that any claims arising out of or related to this agreement shall be determined by arbitration administered by the American Arbitration Association under its commercial arbitration rules, such arbitration to be held in San Francisco, California and governed by the substantive law of California, and further agree that judgment on the arbitration award may be entered in any court having jurisdiction thereof. By signing below or accepting a CCUSA Trainee/Intern, Company and CCUSA agree to the foregoing terms and conditions.

\_\_\_\_\_  
Company Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CCUSA signature

\_\_\_\_\_  
Date



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# Practical Training / Intern USA Participant and Company Agreement (To be completed by employer)

This is a trainee agreement for (enter name of trainee):

Company name:

Supervisor/Manager:

Company address:

Street City State Zip Code

Telephone Email

Dates of training: First day Last day  
Month/Day/Year Month/Day/Year

Brief job description:

Salary/Stipend Pay Period: Every two weeks Every week Other If other specify:

Overtime? Yes No If yes, what is the rate of hourly pay for overtime?

Will the trainee be responsible for paying any fees for outside classes or seminars? Yes No If yes, please give costs:

Is employee housing available? Yes No

Housing Type: Apartment Dorm Other If other specify: Deposit amount:

If no housing is available, what is the annual cost of housing in the vicinity of employment?

What resources are available for trainee to find housing?

What type of public transportation is available for trainee? Bus Train Subway Other

If other type of public transport, please explain

Will the trainee have access to a private vehicle? Yes No Is the vehicle company owned? Yes No

If yes, will the trainee be insured by the employer? Yes No

If trainee must purchase vehicle, what resources can you recommend?

What type of license does the trainee require? International State

What are the licensing requirements for non-US citizens in your state?

Do you require the trainee to provide: Criminal Background Check Yes No Medical History Yes No

**Please note:** The employer, not CCUSA, is responsible for obtaining these documents from the trainee.

Additional Comments:

**Note to Employer:** By completing this form, you agree to hire the above international participant on a trainee basis. The above employee is participating on a J1 Practical Trainee Program sponsored by Camp Counselors USA. All Information provided must be complete and accurate, providing false information is a violation of the United States State Department regulations. If housing and/or transportation are not available, the trainee understands he/she must find his/her own accommodation and/or transportation. This participant is legally allowed to work for the period stated on Form DS2019 and only for this employer. CCUSA is not responsible for upholding any verbal agreement between trainee and employer.

Employer Name Signature Date

Trainee agreement to terms of Employment:

I understand the conditions of my employment and accept that any details not covered in this agreement are my responsibility to obtain from my employer prior to starting my training. CCUSA is not responsible for upholding any verbal agreement between trainee and employer.

Participant Name PTUSA ID# Signature Date