**Employer Application**

### Employer Information

<table>
<thead>
<tr>
<th>Name of Employer’s Organization</th>
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<tbody>
<tr>
<td>Name of Trainee’s Supervisor</td>
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<tr>
<td>Type of Company</td>
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**Address where training program will take place:**

| Street |  
| City | State | Zip Code |
| Telephone | Fax | Email |

### Trainee Program

1. Name of Trainee | Country |

2. Duration of the training program: from Month/Day/Year to Month/Day/Year

3. Compensation per month

4. Will housing or board be included or offered? If yes, give specifics.

5. Will transportation be offered or reimbursed? If yes, give specifics.

6. Will the trainee rotate among various departments? 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?

9. Please attach your detailed training plan. See reverse side for training plan requirements.

### Checklist

- [ ] Training plan completed and enclosed.
- [ ] Letter of Agreement signed and enclosed.
- [ ] Employer application completed.
- [ ] Employment Agreement signed and enclosed.
- [ ] Program fee enclosed.

Send completed application and all enclosures to:

CCUSA Practical Training
2330 Marinship Way, Suite 250 • Sausalito, California 94965 USA
Training Plan Requirements

Under the U.S. Department of State regulations, every trainee 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, segments of no more than three months would be appropriate.

2) Each training segment should address the following questions - at a minimum:
   * what are the specific objectives and skills to be imparted?
   * what tasks will the trainee do in order to reach these objectives
   * how will these objectives be obtained, i.e. hands on training, classroom instructions, mentor shadowing?
   * how will this training segment prepare the trainee for the next session and/or build upon the skills obtained in a previous session?
   * what is the duration and details of any classes or seminars included in the phase?

3) Explain how the training program offers training to the participant as opposed to just being a job and how the training is unique to the USA and not available to the participant in his/her home country.