



**CCUSA**  
PRACTICAL TRAINING USA

(OFFICE USE ONLY)						

# Employer Application

## EMPLOYER INFORMATION

Name of Employer's Organization \_\_\_\_\_

Name of Trainee's Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Type of Company \_\_\_\_\_ Department \_\_\_\_\_

**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 \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year 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

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Training plan completed and enclosed.    | <input type="checkbox"/> Employer application completed.           | <input type="checkbox"/> Program fee enclosed. |
| <input type="checkbox"/> Letter of Agreement signed and enclosed. | <input type="checkbox"/> Employment Agreement signed and enclosed. |  |

Send completed application and all enclosures to:

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

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## 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.