

AMERICAN YOUTH WORK CENTER PRACTICAL TRAINING EXCHANGE PROGRAM

The American Youth Work Center's (AYWC) International Practical Training(IPT) program has brought more than 2,500 educated, experienced, enthusiastic human service workers to train youth serving agencies in the U.S. over the last 22 years. U.S. agencies have benefited from the skills and experience of foreign youth workers and other countries have learned from the American youth development programs.

AYWC has been designated by the U.S. Department of State's Educational and Cultural Exchange Program as an approved sponsor of the J-1 visa for practical training in social services and has the responsibility and experience to assist in the recruitment and selection of foreign youth workers, evaluate the Individual Training plan of U.S.-based agencies and issue a certificate of eligibility (Form DS-2019) to the youth worker. This form is needed by the foreign youth worker to get a J-1 visa to participate in the program for 18 months. AYWC also provides an orientation cross-cultural training, oversight and emergency support for each visitor.

The purpose of AYWC's Practical Training Exchange Program is to provide participants with the opportunity for professional development and insight into American know-how in the fields of counseling and human/social services training. It also fosters a greater understanding of American society and culture among the participants. Practical trainees are expected to share the cross-cultural and professional knowledge they have gained in the U.S. upon return to their home countries at the end of the 18-month training period, which is the maximum placement length allowed by law.

AYWC's trainees bring considerable skills, a new and different perspective, fluency in English and cultural diversity with them. AYWC is required to certify that the host agency will pay the prevailing wage for similar work by the employing agency. However, there is a savings in real wages and employers are not required to pay FICA, State Unemployment Insurance (SUTA) or Federal Unemployment Insurance (FUTA). There is a fee of 7% of the 18-month compensation payable to AYWC for its services. This fee is less than the FUTA, SUTA and other taxes paid by employers. The FICA, FUTA and SUTA savings for each Training Site Agency are considerable, and the tangible and intangible benefits are substantial

Our practical trainees, 22 to 36 years old, are highly motivated, well-educated men and women eager to get on-the-job training in an American environment of professional excellence. Having said that, we are committed to assisting Training Site Agencies in making AYWC's Practical Training Program a benefit for everyone involved.

If you are interested we can enable your agency to visit on a trial basis our new interactive database of qualified applications/resumes, some of which are Spanish-speaking youth workers and /or teachers. I am confident that AYWC can find several dozen well-qualified human/social service workers for every participating training site agency.

I hope you'll read the enclosed material and call one or more of the agencies already involved (references enclosed). If you are interested in learning more, please contact me or Nova Lollis, Director of International Exchanges, or visit AYWC's website at www.aywc.org.

All the best,

William Treanor
Executive Director

1200 17th Street, N.W., 4th Floor, Washington, D.C. 20036-3006
Tel: (202) 785-0764 • (800) 319-9450 • Fax (202) 728-0657 • E-mail: practicaltraining@aywc.org •
Web: www.aywc.org

The Best Candidate For Your Next Staff Position May Be From Way Out-of-Town

Social service aspirants screened by **American Youth Work Center's** well-established **International Practical Training Program** are smart, educated, enthusiastic early career professionals committed to making a positive impact on the lives of disadvantage people.

Since 1986, AYWC has matched over 2,500 qualified applicants from 22 foreign nations with leading U.S. children and youth-serving agencies for an 18-month term of continuous training while earning the prevailing wage.

Participants gain invaluable hands-on experience that they can take back to their home countries. Sponsoring U.S. agencies benefit from having loyal staffers with a strong work ethic who are eager to accomplish each agency's objectives, sharing along the way their diverse life experiences with the youth and staff members. *This is a winning combination.*

"St. Ann's Home has had many well educated and highly qualified practical trainees in the last 15 years. These practical trainees have added diversity and enhanced the treatment of children with emotional and behavioral problems."- **Don Delery, Asst. Director, St. Ann's Home of Massachusetts**

"Practical trainees bring to us their home county's training and experiences, which generates ideas, questions and a fresh approach that enliven the homes/work sites where they are placed."- **Judith Nichols, V. President of Human Resources, WCI of Massachusetts**

"I have enjoyed the individuals I worked with. More ups than downs. It has been a joy to be there for them."- **Clarivel Marin de Dragas, 28, Peru**

"I enjoyed meeting some wonderful people and gaining excellent clinical experience. The experience has increase my confidence as well."- **Sarah Price, 30, United Kingdom**

Approximate Cost Comparison

(based on an 18-month stipend of \$33,000)

	<u>Local Hire</u>	<u>Placement through Practical Training Program</u>
Placement Fee	- 0 -	2,310
FICA*	2,525	- 0 -
FUTA*	868	- 0 -
SUTA*	<u>648</u>	<u>- 0 -</u>
Total	\$4,041	\$2,310

Variance: \$1,731

* FICA tax is a combination of a 6.2% social security tax and a 1.45% Medicare tax

FUTA (Federal unemployment) tax rate is a flat 6.2 % of the first \$7000 of wages per year

SUTA (State unemployment) tax rate varies depending on state. This example is based on 3% of the first \$10,800 of wages per year

Sound Interesting? To learn more about the American Youth Work Center's Practical Training Program—including how to participate and view applicants –contact:

Nova Lollis

Director of International Exchanges

1-202-785-0764, ext. 107

nova@aywc.org

You are also invited to visit our website: www.aywc.org.

ACTIVE AMERICAN YOUTH WORK CENTER PRACTICAL TRAINING PROGRAM TRAINING SITE AGENCY REFERENCES

Devereux - Massachusetts

60 Miles Road
P.O. Box 197
Rutland, MA 01543-0197
(508) 886-4746
(508) 886-0357 Fax
www.devereuxma.org
Steve Yerdon, Executive Director
[Janine Christiansen](mailto:Janine.Christiansen@devereuxma.org), HR Director Ext. 331

Vision Quest, Ltd.

Admin. Building 1
1822 W. Strasbourg, Rd.
Coatesville, PA 19320
(610) 486-2280
(610) 486-9874 Fax
www.vq.com
Peter Ranalli, President
Jim Yester, Director HR Ext. 225
[Kate Gaston](mailto:Kate.Gaston@visionquest.org), Recruiter, Ext. 3257

The Spurwink School

899 Riverside Street
Portland, ME 04103
(207) 871-1200, (207) 871-1232 Fax
www.spurwink.org
Dawn Stiles, Executive Director
[Dan Bonner](mailto:Dan.Bonner@spurwink.org), Dir. Admin. Services Ext. 150

The Children's Village/ CY

Echo Hills, Dobbs Ferry, NY 10522
TEL: (914) 693-0600
FAX: (914) 693-1373
www.childreenvillage.org
Jeremy C. Kohomban, President
Deborah Finley-Troup, VP. of HR Ext. 1213
DFinley@childreenvillage.org
*Aishah Greene, Human Resources Recruiter
Ext. 1428
agreene@childreenvillage.org

Eckerd Youth Alternatives/ CY

100 N. Starcrest Drive
Clearwater, FL 33765
(727) 461-2990, (727) 442-5911 Fax
www.eckerd.org
David Dennis, President and CEO
**Malia Kekahuna, Supervisor of Counselor
Staffing Ext. 268**
mkekahuna@eckerd.org

Sasha Bruce Youthwork/CY

741 Eight Street SE
Washington, DC 20003
(202) 675-9340, (202) 6759358 Fax
Debra Shore, Executive Director
dshore@sashabruce.org
Vera Johnson, Vice President
(202) 437-5583 (c)
vjohnson@sashabruce.org
www.sashabruce.org

EMARC

20 Gould Street
Reading, MA 01867
(781) 942-4888
(781) 942-0820
www.theemarc.org
JoAnn Simons, Executive Director
Michael Berardo, Director of Program Services
Ext. 4028

Work, Inc./HS

FED # 21936958-1
3 Arlington Street
North Quincy, MA 02171
(617) 691-1500, (617) 691-1519 Fax
www.workinc.org
James Cassetta, President
*Rohan W, Senior Vice President, Ext. 1503

AYWC's Practical Training Exchange Program Information & Guidelines

Purpose of the Program: American Youth Work Center's (AYWC) Practical Training Exchange Program is designed to permit foreign nationals to enter the United States for a maximum of 18 months for training in the counseling and human/social services field. Placements are at one of AYWC's participating training site agencies (TSA). This training, which must be managerial or professional in nature, is intended to further educational and cultural understanding between nationals of foreign countries and the United States in the human/social services field. This is achieved by imparting to foreign nationals current U.S. business techniques and practices while giving them insight into the U.S. human/social services fields. It is expected that these foreign trainees will return to their own countries with a better understanding of U.S. culture, which they can impart to other foreign nationals and use in their everyday life as employees of their country's human/social service agencies.

Eligible Trainees: Only foreign nationals are eligible for the AYWC's Practical Training Exchange Program participation. The trainee must be qualified to receive the training by reason of his or her educational and employment background in human/social services. Member companies that engage in a pattern of changing AYWC-sponsored trainees to other nonimmigrant or immigrant categories will be barred from using the program and could face federal sanctions.

AYWC's Role in the Program: AYWC has been designated by the Department of State (DOS) as an approved sponsor of an Exchange Visitor Program. The Exchange Visitor Programs are carried out under the direction of DOS in accordance with the Mutual Education and Cultural Exchange Act of 1961 (PL 87-256), more commonly known as the Fulbright-Hays Act. As a sponsor of an Exchange Visitor Program, AYWC complies with the rules and regulations set forth by DOS governing these programs. Any participating TSA wishing to offer specialty or non-specialty* training to a practical trainee at their agency in the United States through AYWC must submit an DS-7002 "Individualized Training Plan (ITP)" form, fully executed with the required supporting documentation to AYWC. AYWC evaluates the ITP to determine if the prospective candidate is suitable for participation with the TSA. If approved, a certificate of eligibility (Form DS-2019) is completed by AYWC and sent directly to the exchange visitor at an overseas address. Form DS-2019 is the basic document needed by the practical trainee to obtain a J-1 visa. An Individualized Training Plan (ITP) explaining the training and procedures the practical trainee must follow is also sent to the trainee along with Form DS-2019.

Financial Obligations of the Member Organization: The trainee must be paid a stipend commensurate with that paid employees performing the same duties as the trainee. AYWC evaluates the stipend offered to the trainee by the member organization, and will reject an application if the stipend is not equal to or above the prevailing wage and considered suitable for the occupation and geographical location.

*Specialty training programs are for participants who have completed a four-year degree in their field or a recognized professional certificate with one year experience in relevant field. Program participants who do not hold a degree or post secondary certificate must have at least five years experience in the field in which they are to receive training.

Other Financial Obligations: Member organizations are responsible for withholding of income tax, even though most trainees are subject to taxation as nonresidents or are not liable to US taxation under tax treaties between the United States and their home countries. J-1 visa holders are NOT subject to FICA (Social Security 6.2% of wages and Medicare 1.45% of wages) FUTA (Federal Unemployment Tax Act 6.2%) or, if applicable, SUTA (State Unemployment Tax Act (rate varies depending on State) taxes, per

Treas. Reg. 31.3121(b)(19). Tax questions are complex; each member company should receive competent advice on proper procedures.

Health Insurance: The member company must provide medical insurance for each trainee brought to the United States of at least \$50,000 per accident or illness, as well as at least \$7,500 insurance for the preparation and return of a trainee's remains to his or her home country, in the event of accidental death, and medical evacuation coverage at a minimum of \$10,000. The maximum deductible for accident or illness cannot exceed \$500. There can be reasonable exclusions for preexisting conditions, and there can be coinsurance requiring the exchange visitor to pay up to 25% of the covered benefits per accident or illness. The health coverage cannot include an exclusion that is central to the activities of the exchange program. The policies used to cover the health insurance must be secure, with a high rating by one of several insurance rating agencies. Spouses and dependents of J-visa holders are also required to have health insurance at the same level as the trainee. It is the exchange visitor's responsibility to make sure that he or she, and any dependents, maintain health insurance. If an exchange visitor or dependent fails to maintain coverage after being properly notified, the exchange visitor's participation in the program will be terminated.

Reporting and Evaluation Requirements: Each member organization must designate a responsible officer who will fulfill certain reporting requirements and provide AYWC with specific information as needed. Reports must be filed three times during the 18-month training (3rd, 9th and 18th month) with AYWC regarding each exchange visitor receiving training at the TSA. If an exchange visitor leaves the program early the TSA's responsible officer must report this fact to AYWC immediately. If terminated, prior approval must be given by AYWC. The TSA is responsible for assuring that the exchange visitor leaves the country upon completion of, or dismissal from, the training program. The TSA's responsible officer must also ensure that an evaluation of the trainee's progress during the period of training is completed by the practical trainees' supervisor and the trainee, copies of which must be submitted to AYWC. AYWC member organizations that do not fulfill the reporting and evaluation requirements when requested will be suspended from participation in AYWC's Practical Training Exchange Program.

The Foreign Residence Requirement: For certain foreign trainees, a residence requirement exists that the trainee must return to his or her home country for two years upon completion before being able to reside, work or participate on another J-1 visa in the United States. This requirement is usually imposed on nationals of certain countries where the trainee's skills are considered in short supply. DOS maintains a skills list of the included fields for each country. Member organizations should obtain competent legal advice regarding the applicability of the skills list to their trainee. Under the requirements of the AYWC Practical Training Exchange Program, the member organization must have the intention of assigning the foreign national abroad upon completion of training in the United States.

Period of Training: AYWC issue a certificate of eligibility (Form DS-2019) for the full length of the training program, for a maximum period of 18 months. It will save the member organization and AYWC unnecessary paperwork and expense if the member organization requests issuance of the original certificate of eligibility for the full length of the training program, up to 18 months.

Applying for the Exchange Visitor (J-1) Visa: The exchange visitor is subject to the J-1 visa status regulations. In compliance with these regulations, the trainee must be issued three official documents as follows:

I. CERTIFICATE OF ELIGIBILITY (FORM DS-2019): This official document from DOS is issued by AYWC. AYWC's Responsible or Alternative Responsible Officer processes the certificate of eligibility based on the information it receives from the practical trainee. Form

DS-2019 designates the trainee as eligible for J-1 status, allowing him or her to apply for a J-1 visa at a US consulate. The certificate of eligibility is initially valid for sixty (60) days. The Student & Exchange Visitor Information System (SEVIS) requires that a trainee's program participation be validated within 30 days of the start date indicated on the Form DS-2019. Once the trainee's participation in the program has been validated, their certificate of eligibility, Form DS-2019, is valid for the duration of the training program.

II. J-1 VISA: J visas are granted by US consulates abroad, thus the visitor must make their application at a US consulate. Trainees must report to a US consulate with:

A valid passport.

4 passport photos.

Form DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status) prepared and provided by AYWC.

Form DS-156 (Nonimmigrant Visa Application) provided by AYWC to be prepared by the visitor.

Form DS-157 (Supplemental Nonimmigrant Visa Application) provided by AYWC to be prepared by the visitor.

Form DS-158 (Contact Information and Work History for Nonimmigrant Visa Applicant) provided by AYWC to be prepared by the visitor.

A letter of introduction to the consular official provided from AYWC.

III. FORM I-94 (PERMIT TO STAY): Upon entry to the United States, officials of the Bureau of Citizenship and Immigration Service (BCIS) at the point of entry will issue the trainee Form I-94 (permit-to-stay) under the J-1 status, which allows the trainee to remain in the United States for the length of time specified on the certificate of eligibility (DS-2019).

WE URGE ALL TRAINEES AND TSA TO PAY CAREFUL ATTENTION TO THE VALIDITY OF THE THREE DOCUMENTS LISTED ABOVE, AS THE DOCUMENTS ARE NOT ALWAYS GRANTED FOR THE SAME LENGTH OF TIME.

Visa Validity: The US consulate sometimes issues a J visa for a shorter time than the scheduled training period. Should this occur, the trainee (and dependents) must not, under any circumstances, leave the United States between the visa expiration date and the completion of his or her training program without first notifying AYWC. Trainees or family members who leave the United States after the expiration of their visas will not have a valid document permitting readmission into the United States. Special arrangements must be made with AYWC to assure that the trainee or family member will be permitted readmission to the US.

Duration of Stay: Regardless of the duration of the DS-2019 and the visa, the length of stay is defined by the dates indicated on the I-94 permit-to-stay form issued to the trainee (and dependents) by an BCIS official upon his or her entry into the United States. The period of stay usually coincides with the length of stay as stated on the DS-2019 certificate of eligibility, but may be shorter. For people entering the United States in J status, the BCIS officer should mark the I-94 "D/S." If you see that your trainee's I-94 has not been marked "D/S", please contact AYWC immediately.

Extensions of Stay: The maximum length of stay for business training under the AYWC program is 18 months. If the member organization originally requested a period of training for shorter than 18 months, an extension may be requested through AYWC at least 30 days prior to the date the extension is scheduled to take effect. The Responsible or Alternative Responsible Officer at AYWC issues a new DS-

2019 certificate of eligibility form to the program participant. Please contact AYWC for further information should you wish to apply for an extension.

Exchange Visitors Traveling Outside the United States (Revalidation of Form DS-2019): If the exchange visitor plans to travel outside the US on business or holiday, he or she must have his or her Form DS-2019 revalidated by AYWC before leaving the United States. This will allow the exchange visitor to re-enter the country. The exchange visitor may then travel in and out of the United States for the following 12 months. The Form DS-2019 should be sent to AYWC at least 10 days prior to the scheduled date of departure by courier (Federal Express, DHL, etc.) with a letter advising AYWC of the exact travel dates of the trip and an airbill to have the form returned to your office. Please note that the exchange visitor must have a valid visa stamp in his or her passport and a validated Form DS-2019 form to re-enter the United States.

Family Members Traveling without the Exchange Visitor: If a family of the exchange visitor is entering the United States without the exchange visitor or plans on traveling separately from the exchange visitor, they must have their own Form DS-2019. Please advise AYWC if your company needs to obtain a separate Form DS-2019 for family members.

English Language Proficiency: Trainees must have a level of proficiency in English speaking and writing enabling them to function in an English-language environment. If the applicant is not from an English speaking country a TOEFL score of at least 550 may be requested.

Orientation and cross-cultural Training: An integral part of the exchange visitor program is a period of orientation for the trainee prior to undertaking the training assignment. This orientation, conducted by the AYWC member organization, should include information pertaining to life and customs in the United States; local community resources, such as medical facilities, libraries, schools and public transportation. AYWC expects the member organization to provide adequate orientation to the trainee, and will periodically review orientation programs. Orientation for dependents is encouraged but not mandatory. Member organizations are required to offer cross-cultural activities to exchange visitors both at and away from the site where exchange activities occur. These activities, which the member organization will summarize on its training and evaluation reports, are designed to promote exposure and interchange between exchange visitors and Americans so as to increase their understanding of each other's culture, society and institutions. Acceptable activities would include: sports and cultural events, conferences, participation in local community events and any other organized social activity organized by the company or its employees on a formal or informal basis. AYWC encourages both the member organization and program participants to maintain a log of such activities.

Emergency Processing: AYWC cannot offer 24-hour processing of exchange visitor applications. Bona fide training requires advanced planning that is incompatible with 24-hour processing. AYWC's normal processing time of approximately 15 - 30 working days should be sufficient to accommodate the needs of member companies. AYWC understands that unforeseen emergencies arise; in these rare situations, the facts should be brought to AYWC's attention with the application. AYWC offers an expedite service and will process applications within three days for an additional fee. The three-day processing time is not guaranteed; actual processing time is dependent upon existing caseload.

Completion of the Individualized Training Plan: An "Individualized Training Plan (ITP)" must be completed in full by the member organization for each individual. The SEVIS generated "certificate of eligibility" (Form DS-2019) cannot be issued unless all information is accurately completed. The ITP must be submitted to: AYWC, 1200 17th Street, NW, Washington, D.C. 20036, together with the correct processing fees (see below).

All applicable processing fees are due at the time the PT-3 “Authorization to Invoice” form is filed with AYWC. The DS-2019 will not be processed until AYWC has received all applicable fees. Please note that the placement fee does not include courier service fees. Normal processing time via regular mail is approximately 5-10 business days. For more information, contact AYWC at (202) 785-0764 x 107.

Processing Fees: AYWC’s processing fees are as follows:

Annual Membership fee for TSA	\$1000 (Must be paid in order to participate or until the last PT leaves program)
Application for up to 18 months of training:	7% of the PT’s 18-month stipend pegged to the U.S. prevailing wage.
Documentation for accompanying family members	\$500 (this fee should be paid by the PT)
Documentation for family members traveling separately	\$500 (this fee should be paid by the PT)
Documentation for extension months	7% of remaining stipend not to exceed 18-
Replacement form	\$150 (this fee should be paid by the PT)
DS-2019 Expedited Fee (Use only if you are requesting AYWC to process the paper work within one months time)	\$125 (includes FedEx/DHL services)

Federal Regulations

§ 62.22 Trainees.

(a) *Introduction.* These regulations govern all exchange visitor programs under which foreign nationals are provided with opportunities for receiving training in the United States. Regulations dealing with training opportunities which may, under certain conditions, be authorized for foreign students who are studying at post-secondary accredited educational institutions in the United States are found at § 62.23. Regulations governing medical trainees are found at § 62.27.

(b) *Purpose of training.* The primary objectives of training are to enhance the exchange visitor's skills in his or her specialty or non-specialty occupation through participation in a structured training program and to improve the participant's knowledge of American techniques, methodologies, or expertise within the individual's field of endeavor. Such training programs are also designed to enable the exchange visitor trainee to understand better American culture and society and to enhance American knowledge of foreign cultures and skills by providing the opportunity for an open interchange of ideas between the exchange visitor trainees and their American counterparts. Use of the Exchange Visitor Program for ordinary employment or work purposes is strictly prohibited.

For this reason the regulations in this section are designed to distinguish between receiving training, which is permitted, and gaining experience, which is not permitted unless as a component of a *bona fide* training program.

(c) *Designation of training programs.*

(1) The Department of State groups occupations into specialty, non-specialty, or unskilled occupational categories.

The Department of State will designate training programs in specialty and non-specialty occupations. Training programs in unskilled occupations or occupations in other categories which the Department of State may from time to time identify by publication in the FEDERAL REGISTER will not be designated.

For purposes of these regulations, the Department of State considers the occupations listed in Appendix E to part 62 to be "unskilled occupations."

(2) For purposes of designation, the Department of State will designate specialty and skilled non-specialty occupational training programs in any of the following occupational categories:

- (i) Arts and Culture;
- (ii) Information Media and Communications;
- (iii) Education, Social Sciences, Library Science, Counseling and Social Services;
- (iv) Management, Business, Commerce and Finance;
- (v) Health Related Occupations;
- (vi) Aviation;
- (vii) The Sciences, Engineering, Architecture, Mathematics, and Industrial Occupations;

(viii) Construction and Building

Trades;

(ix) Agriculture, Forestry and Fishing;

(x) Public Administration and Law;

(xi) Other (Specify).

(3) Sponsors may apply for designation for training programs in any combination of specialty and/or non-specialty occupations. Once designated, the sponsor may provide training in any occupation falling within the designated category, if not otherwise prohibited from doing so. Sponsors shall provide training to exchange visitors only in the category or categories for which they have obtained Department of State designation.

(d) *Obligations of training program sponsors.*

(1) Sponsors designated by the Department of State to provide training to foreign exchange visitors shall:

(i) Ensure that individuals and/or entities conducting training possess and maintain the demonstrable competence to provide training in the subjects offered to each exchange visitor.

(ii) Ensure that skills, knowledge, and competence are imparted to the trainee through a structured program of activities which are supportive and appropriate to the training experience. These may include, for example, classroom training, seminars, rotation through several departments, on-the-job training, and attendance at conferences, as appropriate.

(iii) Develop, prior to the start of training, a detailed training plan geared to defined objectives for each trainee or group of similarly-situated trainees.

(iv) Ensure that continuous supervision and periodic evaluation of each trainee is provided.

(v) Ensure that sufficient plant, equipment, and trained personnel are available to provide the training specified.

(2) Sponsors designated by the Department of State to provide training to foreign exchange visitors shall not:

(i) Provide training in unskilled occupations; or

(ii) Place trainees in positions which are filled or would be filled by full-time or part-time employees.

(e) *Use of third parties.* (1) The sponsor may utilize the services of third parties in the conduct of the designated training program. If a third party is utilized, the sponsor and the third party shall execute a written agreement which delineates the respective obligations and duties of the parties and specifically recites the third party's obligation to act in accordance with these regulations. The sponsor shall maintain a copy of such agreement in its files.

(2) The sponsor's use of a third party in the conduct of a designated training program does not relieve the sponsor of its obligation to comply, and to ensure the third party's compliance, with all applicable regulations. Any failure on the part of the third party to comply with all applicable regulations will be imputed to the sponsor.

(f) *Application for designation of training programs.* (1) An applicant for designation as an exchange visitor training program shall demonstrate to the Department of State its ability to comply with both the General Provisions set forth in subpart A, and the obligations of training sponsors set forth in paragraph (d) of this section.

(2)(i) An applicant shall provide the Department of State with documentary evidence of its competence to provide the training for which designation is sought.

(ii) If third parties are to be used to conduct one or more aspects of the activities for which designation is sought, the applicant shall provide the Department of State with forms and

procedures which will be used by the sponsor to ensure third party compliance with all applicable regulations and fulfillment of the goals and purposes of the sponsor's exchange visitor program.

(iii) If the applicant intends to utilize the services of third parties to conduct the training, a copy of an executed third-party agreement or, if one has not yet been executed, an illustrative copy of the type of agreement the applicant intends to execute with third parties shall be submitted with the application.

(3) If the training program is accredited in accordance with paragraph (n) of this section, the applicant shall include copy of the accreditation in its application.

(4) The application shall include a certification that:

(i) Sufficient physical plant, equipment, and trained personnel will be dedicated to provide the training specified;

(ii) The training program is not designed to recruit and train aliens for employment in the United States;

(iii) Trainees will not be placed in positions which displace full-time or part-time employees.

(5) As to each occupational division for which the applicant seeks designation, the applicant shall indicate whether it intends to provide training in specialty or non-specialty occupations, or both.

(6) In order to meet the requirements of this subsection and to evidence the competence of the applicant and/or third parties conducting one or more aspects of the applicant's exchange visitor program to provide training, the applicant for designation may submit any one of the following types of training plans for each division for which designation is sought;

(i) If the applicant has already designed a structured training plan to use in the proposed exchange visitor program, a copy of such training plan may be submitted with the application;

(ii) If the applicant has not yet prepared a new training plan, but has been engaged previously in the type of training, directly or through third parties, for which designation is being sought, the applicant may demonstrate its capability to conduct such training by submitting a copy of a previously used training plan;

(iii) If the applicant proposes to create individualized training plans for as yet unidentified trainees, then the applicant may submit a hypothetical training plan which illustrates the training the applicant proposes to provide, directly or through third parties.

(g) *The training plan.* Each training plan required to be prepared for a trainee or group of trainees pursuant to paragraph (d)(1)(iii) of this section, shall include, at a minimum,

(1) A statement of the objectives of the training;

(2) The skills to be imparted to the trainee;

(3) A copy of the training syllabus or chronology;

(4) A justification for the utilization of on-the-job training to achieve stated course competencies; and

(5) A description of how the trainee will be supervised and evaluated.

(h) *Department of State consultation with experts.* The Department of State may consult experts whenever its examination of a training plan or its evaluation of application for designation indicates the need for such expertise in making an evaluation.

(i) *Records.* Sponsors shall retain for three years all records pertaining to individual trainees, training plans, trainee evaluations, and agreements with third parties. Such records shall be made available to the Department of State upon the Department of State's request.

(j) *Selection of trainees.* In addition to meeting the requirements of § 62.10(a), trainees shall be fully qualified to participate successfully in a structured training program at a level appropriate for the individual trainee's career development.

However, such training shall not be duplicative of the trainee's prior training and experience.

(k) *Duration of participation.* The duration of participation shall correspond to the length of the program set forth in the sponsor's designation. The maximum period of participation in the Exchange Visitor Program for a trainee shall not exceed 18 months total.

(l) *Financial and program disclosure.*

Sponsors shall provide trainees, prior to their arrival in the United States, with:

- (1) A written statement which clearly states the stipend, if any, to be paid to the trainee;
- (2) The costs and fees for which the trainee will be obligated;
- (3) An estimate of living expenses during the duration of the trainee's stay; and
- (4) A summary of the training program which recites the training objectives and all significant components of the program.

(m) *Evaluation.* In order to ensure the quality of the training program, the sponsor shall develop procedures for the ongoing evaluation of each training segment. Such evaluation shall include, as a minimum, midpoint and concluding evaluation reports from the trainee and his or her immediate supervisor, signed by both parties. For training courses of less than three months duration, evaluation reports are required upon conclusion of the training program.



AYWC-Practical Training Program

Training Site Agency Information

APPLICATION FOR AYWC's PRACTICAL TRAINING PROGRAM

Please enclose any additional information you feel might be helpful such as brochures or other company literature. AYWC may request that you provide an outside reference (contact's name and information) for your organization so that we may evaluate your company. If you have any questions about this application, please contact [AYWC's IPO](#) at 202-785-0764 ext. 107.

I. TRAINING SITE AGENCY INFORMATION (please type)

Name of TSA:	Head of Organization: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.: Title:
E-mail:	Telephone:
Address:	Website:
Year founded:	Dun & Bradstreet ID Number:
Employer ID Number:	Workers' Compensation: Y: <input type="checkbox"/> N: <input type="checkbox"/> Please provide a copy of certificate.
Type of Business:	Annual Revenue (companywide): <input type="checkbox"/> < \$ 999,999 USD <input type="checkbox"/> \$ 1,000,000 to \$ 2,999,999 USD <input type="checkbox"/> \$ 3,000,000 to \$ 4,999,999 USD <input type="checkbox"/> > \$ 5,000,00 USD
Official to Receive AYWC's Correspondence: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	Title/Dept: Telephone: Fax: Contact's e-mail:
Alternate Official to Receive AYWC's Correspondence: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	Title/Dept: Telephone: Fax: Contact's e-mail:

II. TRAINING PROGRAM DETAILS

# of Training Positions Available:	Trainee preference: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Both	Typical Training Hours:	Hours per day:	Days per week:
------------------------------------	---	-------------------------	----------------	----------------

Number of employees in department(s) in which Intern/Trainee will be placed:

Number of international Inters/Trainees other than this applicant who will also be training in department(s):	Number of Employees companywide:
---	----------------------------------

Does the Training Site Agency require mandatory driving duties? Y: <input type="checkbox"/> N: <input type="checkbox"/>	Does the Training Site Agency require bilingual skills? Y: <input type="checkbox"/> N: <input type="checkbox"/> If yes, what language:
--	---

III. ACCOMMODATIONS

Our company can arrange accommodations: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe the type of housing: <input type="checkbox"/> Dormitory <input type="checkbox"/> Apartment <input type="checkbox"/> Other
---	--

Our Company can arrange temporary accommodations (no more than 30-days): <input type="checkbox"/> Yes <input type="checkbox"/> No	Please note the fee for these accommodations, if any, for Housing: U.S \$ per month
--	--

If unable to provide / arrange accommodations, would you be willing to help locate accommodations?
 Yes No

If yes, please describe accommodation possibilities:

Average Housing Rent in Area: U.S \$ per month	Average Room and Board in Area: U.S \$ per month
---	---

IV. TRANSPORTATION

Public transportation in your area: <input type="checkbox"/> Bus <input type="checkbox"/> Subway <input type="checkbox"/> Train <input type="checkbox"/> Other: _____ <input type="checkbox"/> Not Available, needs automobile	Public Transportation cost in your area: U.S \$	If automobile is required cost of used car in area: U.S \$	Est. cost of automobile Insurance in area: U.S \$
--	--	--	---

V. COMPENSATION

As a J-1 Trainee, any compensation he/she receives is subject to Federal, State and Local tax. However, J-1 Trainees are NOT subject to withholdings for FICA (Social Security and Medicare) FUTA or SUTA.

Stipend: U.S \$ during the 18-month placement	Per hour:	Per year:
---	-----------	-----------

TSA Requirements

- Provide practical training in an interactive, comfortable work environment
- Engage the practical trainee in various aspects of your organization and industry
- Provide supervision and performance feedback
- Share your expertise and knowledge as a mentor/supervisor
- Complete a TSA application and sign TSA Agreement Form (forms provided by AYWC), DS-7002 individualized training/intern plan (ITP)
- Submit an initial-, mid-term- and final internship evaluation (forms provided by AYWC)
- Enjoy the culturally enriching experience

Third-Party Member Obligations and Responsibilities

In order for AYWC to extend sponsorship to a Trainee to join your organization, you must agree to accept the responsibilities and obligations outlined below. As the training site agency representative, your signature means that you understand and agree to the conditions as stated. This agreement is considered binding by AYWC and will be automatically renewed year-to-year, unless otherwise noted in writing.

- I understand that I must submit a DS-7002 Trainee/Internship Placement Plan (TIPP) for the Trainee before AYWC is permitted to issue SEVIS Generated Form DS-2019, the official document that allows the practical trainee to receive his/her U.S. J-1 Visa. I affirm that the TIPP truly reflects the content of the on-the-job training being extended to the Trainee. The TIPP will assign the Trainee duties in a well-constructed plan which will be of a professional nature and which will be increasingly more challenging as the training period progresses.
- As required by the Department of Labor, I must pay the practical trainee the prevailing wage and applicable fringe benefits, for equivalent positions and ensure the practical trainees are given assignments and training opportunities at equal to those undertaken by American employees.
- I must also provide the trainee with:
 - a. designated American (partner) to aid in assistance in finding housing and settling into the community;
 - b. health insurance coverage for him/herself no later than 30 days of commencing and for the duration of the placement plus 30 days. Minimum coverage shall provide: medical benefits of at least \$50,000 per accident, repatriation of remains in the amount of \$7,500, expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000 and a deductible not to exceed \$500 per accident or illness;
 - c. up to \$500 housing and re-settlement allowance paid upon arrival, which will be deducted from the trainee's final paycheck if he or she terminates before 12-months in placement.
- I must pay to the American Youth Work Center a placement fee for each practical trainee selected. The placement fee is equal to 7% of the stipend offered for the entire placement period or \$2,100, whichever amount is higher. Placement fees and TIPP must be issued prior to issuance of the SEVIS generated Form DS-2019, the official document that allows the practical trainee to receive his/her U.S. J-1 visa.
In the case that an AYWC screened applicant is denied a J-1 visa or has withdrawn from the program 100% of the placement fee will be refunded once the Certificate of Eligibility is returned to AYWC.
- I understand that the approved training program must be 40 hours per week.
- I understand that the Trainee should perform the majority of his/her duties in English.

- I understand that the American Youth Work Center (AYWC) is the Trainee's sponsor and not the organization I represent.
- As a TSA-trainer, I understand that compliance with any applicable federal, state, and local labor regulations is my responsibility.
- All changes that affect the Trainee and accompanying dependents are to be submitted to AYWC in advance for approval. Such changes include, but are not limited to, location of training, content of training, and length of training. I agree to communicate immediately by phone or e-mail and then by signed letter any circumstances that differ in any way from this Offer of Training/Training Plan submitted to AYWC.
- If a Trainee leaves his/her training program for any reason, I will inform AYWC within three days.
- If there is a problem with the Trainee, I agree to contact AYWC and to try and resolve the problem before taking any action that may result in the termination of the training program.
- To the best of my knowledge, the Trainee intends to enter the United States for the purpose of practical training and does not intend to abandon his/her non-immigrant status. I further understand that 18 months is the maximum time allowed for training under the J-1 Trainee category.
- I agree to respond to any request by AYWC concerning my organization's Trainee(s) in a timely manner and complete any paperwork required by AYWC, including the initial-, mid-, final- evaluation of the Trainee's performance, TSA Application, individualized training plan and sign the TSA Agreement Form (forms provided by AYWC)
- I understand the AYWC has the right to withdraw sponsorship from any Trainee whose TSA does not comply with AYWC's program, compelling the Trainee to leave the country, and to deny all future applicants from that training site agency.
- I certify that: sufficient physical plant, equipment, and trained personnel will be dedicated to providing the specified training; the training program is not designed to recruit and train aliens for employment in the United States; and the Trainee will not displace a full-time or part-time employee of the business.
- As required by the U.S. Department of State, I will act in accordance with the American Youth Work Center and Regulations Governing Exchange Visitor Programs.

I understand and agree to the conditions above as set forth in this application. I realize that if I do not fulfill my obligations and responsibilities as stated, AYWC will not continue its sponsorship of my organization's Trainee(s).

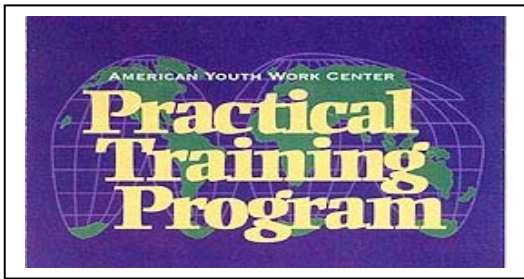
TSA Representative Signature: _____ Date: _____

Name (please print): _____ Title: _____

Company Name: _____

AYWC Signature: _____ Date: _____

Name (please print): _____ Title: _____



Training Plan Directions

In order for AYWC to issue the SEVIS generated DS-2019 (the Certificate for Eligibility, a required form for obtaining J-1 visa status) to your incoming trainee, **the U.S. State Department requires a completed Training Plan for each participant.** The Training Plan outlines the course of training that s/he will undergo at your organization and provides vital information needed to issue Form DS-2019.

Please note that the Training Plan MUST BE TYPED.

If you have questions about the training plan that are not answered below, please contact the International Program Officer.

Tips:

Company Information

- **Address:** list the location where your practical trainee will undergo training, even if it is different from the company's main address. Include Street No., City, State and Zip Code.

Methods of Training Program:

- **List the phases of the training.** If you are not sure of exactly what projects the trainee will participate in, list **possible projects** or **fields of training**. The Department of State requests *specific details* in this section so that we have a good idea of exactly what is planned for the trainee. Please also include **the duration of each phase**, which must equal the length of the entire program.
- Explain **what is particularly American** about the training. The purpose of bringing in trainees to the U.S. is to **expose them to American methods and procedures** that they cannot learn/or be exposed to in their home country. This is the core of the J-1 program, so please give this section some thought.

Practical Training Agreement:

- Make sure to fill in the **name of the trainee and that of your organization.**
- **Remember to initial each item and Sign the Training Agreement!** The Training Plan is not valid without a signature, so make sure that the responsible individual, preferably the trainee's supervisor, signs at the bottom.

You do not need to submit this instruction page with the training plan



U.S. Department of State

*OMB APPROVAL NO. 1405-0170
 EXPIRATION DATE: 07-31-2009
 ESTIMATED BURDEN: 60
 minutes

TRAINING/INTERNSHIP PLACEMENT PLAN

Check one:	Occupational Field		Number of Years of Experience	
<input checked="" type="checkbox"/> Trainee	Level of Degree	Date Awarded (mm-dd-yyyy)	Field of Study	
<input type="checkbox"/> Intern				
PARTICIPANT INFORMATION				
Trainee/Intern Name (Last, First, MI) SAMPLE TRAINING PLAN			U.S. Residence Address.	
U.S. Telephone Number	FAX Number	Email Address		
SITE OF ACTIVITY INFORMATION				
Host Organization			Address	
Supervisor's Name (Last, First, MI)			Email Address	
Phone Number	FAX Number	Supervisor's Title		
Dates of Program (mm-dd-yyyy) From To	Hours Per Week	Will Trainee/Intern receive a stipend? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If so, how much? \$ _____ for the 18-months	
CONTRACT AGREEMENT				
NOTE- Sponsors will not approve any contracts, and Trainees/Interns may not begin their programs until both a Training/Internship Placement Plan (page 2) and proof of required insurance that meets 22 CFR 62.14 is on file with the sponsor.				
Trainee/Intern- I hereby acknowledge, understand and agree to the attached Training/Internship Placement Plan.				
Trainee/Intern Signature			Date (mm-dd-yyyy)	
Supervisor- I certify that I will provide on-site supervision and that this training/internship is known and approved by this company/business or organization (site of activity). I will ensure that the required insurance is in place that meets 22 CFR 62.14 and provide the sponsor with written evaluations of the trainee/intern's performance, including the number of hours performed, the type of training, and the quality of the performance. At minimum, I will submit the evaluation at the mid-point and end of the program.				
Supervisor's Signature			Date (mm-dd-yyyy)	
Sponsor- I approve the attached Training/Internship Placement Plan. I certify the following:				
<ol style="list-style-type: none"> 1. Sufficient planning, equipment, and trained personnel will be dedicated to provide the training/internship specified; 2. The training/internship program is not designed to recruit and train aliens for employment in the United States; 3. Trainees/Interns will not displace full-time or part-time U.S. employees; and 4. That training and internship programs in the field of agriculture meet all requirements of the Employment Relationship under the Fair Labor Standards Act and the Migrant and Seasonal Agricultural Worker Protection Act (29 CFR Part 500). 				
I understand that false certification may subject me to criminal prosecution under 18 U.S.C. 1001, which reads: "Except as otherwise provided in this section, whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes any materially false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title or imprisoned not more than 5 years, or both."				
Sponsor's Signature (RO/ARO)			Date (mm-dd-yyyy)	

Program Sponsor Name American Youth Work Center	Program Number P-3-05179
---	------------------------------------

DS-7002

*Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. Persons are not required to provide this information in the absence of a valid OMB approval number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/ISS/DIR) 1800 G St. NW, Washington, DC 20520.

Program Sponsor Name American Youth Work Center	Program Number P-3-05179
---	------------------------------------

TRAINING/INTERNSHIP PLACEMENT PLAN

An acceptable Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (*i.e. classes, individual instruction, shadowing, etc.*). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of page 2 must be completed for each phase if applicable (*i.e.; if the trainee/intern is rotating through different departments*).

Name of Trainee/Intern (<i>Last, First, MI</i>) SAMPLE TRAINING PLAN	Field of Training/Internship Counseling and Social Services
--	---

Name of Phase <u>Classroom Orientation</u>	Start Date for this Phase <u>Day 1 through</u> <i>(mm-dd-yyyy)</i>	End Date for this Phase <u>Day 90</u> <i>(mm-dd-yyyy)</i>	Phase <u>1</u> of <u>3</u>
--	---	--	--

Specific Objective for This Phase
TSA will provide a comprehensive orientation program for the trainee. This is the first phase of a mandatory trainee orientation program designed to orient and educate the trainee to the agency mission and guidelines, general policies and procedures; residential program specific orientation, philosophy and approach to care in a least restrictive therapeutic environment.

Skills to be Imparted for This Phase
Introduction to agency culture, terminology and topics.
Skills to maintain professional behavior maintain proper boundaries and insure safety of youth.

Justification for On-The-Job Training
TSA has identified the courses in phase I as critical to providing the introductory information necessary for the trainee to successfully perform the job duties pertaining to their placement in a residential/sheltered facility. The trainee will be required to attend all seven of the orientation trainings during their first three months of placement.

Chronology or Syllabus of Training or Tasks Performed During This Phase
During this phase the trainee will receive an Human Resources orientation in which the trainee will be advised of our safety plans, attendance, payroll procedures, they will receive a three hour orientation to the agency mission, goals, agency programs, a 9 day Pre-Service training that is specific to providing care in our residential settings, a 10 hour non-violent crisis intervention course, a three hour medication management training, a program site specific training which will include a safety site specific training at their program site.

Method of Evaluation and the Frequency of Supervision During This Phase
The Trainee will be attending these orientation trainings during their first days of placement. Attendance is taken at each of the trainings of the orientation program. Behavioral rehearsals will take place throughout the training period along with pre and post tests. All performance indicators are documented in the trainee's training record file. Trainers will provide consultation and feedback throughout this period.

The trainee will be assigned a mentor. By providing contact on a regular basis, the trainee will be able to use sessions to discuss performance, clinical tasks, issues pertaining to client treatment, and need for information/education on topics in his/her placement. The mentor will also assist the trainee's participation in agency celebratory social events including our annual agency holiday party held in February at a country

club. A training evaluation will occur at the end of this phase.

DS-7002

*Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. Persons are not required to provide this information in the absence of a valid OMB approval number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/ISS/DIR) 1800 G St. NW, Washington, DC 20520.

Program Sponsor Name American Youth Work Center		Program Number P-3-05179	
TRAINING/INTERNSHIP PLACEMENT PLAN			
An acceptable Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (<i>i.e. classes, individual instruction, shadowing, etc.</i>). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of page 2 must be completed for each phase if applicable (<i>i.e.; if the trainee/intern is rotating through different departments</i>).			
Name of Trainee/Intern (<i>Last, First, MI</i>) SAMPLE TRAINING PLAN		Field of Training/Internship Counseling and Social Services	
Name of Phase Program Integration	Start Date for this Phase Day 91 through <i>(mm-dd-yyyy)</i>	End Date for this Phase Day 181 <i>(mm-dd-yyyy)</i>	Phase 2 of 3
Specific Objective for This Phase The Trainee will be matched with a senior staff member, who was identified as a mentor and who provides ongoing orientation to the program, client population served, and community resources. A supervisor will also assist the staff in registering for the remainder of the core curriculum required during the initial 9 months of training. These include HIPAA, Infection Control, HIV/AIDS/STD awareness, Reality Therapy, Cultural Awareness, CPR and First Aid, and Mandated Reporter.			
Skills to be Imparted for This Phase In addition to ongoing training and program orientation, the trainee will receive information from their mentors (senior staff members) and the division manager or designee about practical issues, such as, housing arrangements, transportation, and information about the town/city community they have chosen to live in. Thus, mentors will assist with the assimilation and acculturation process of the trainee, which will enhance their ability to successfully integrate into the country, region, and the agency. A recreational coordinator will meet with the trainee to advise of agency sponsored recreational team activities and the annual softball picnic and game held in June.			
Justification for On-The-Job Training During this phase the trainee will be become integrated into program operations. In this way he/she will put into practice the skills and techniques taught in pre-service training. He/she will shadow experienced employees and then engage in actual practice of teaching interactions while receiving regular feedback from the shift supervisor and lead team. Self evaluation and discussion with shift supervisors will occur regularly during this phase.			

Chronology or Syllabus of Training or Tasks Performed During This Phase

The above-mentioned activities (Specific Objectives for this Phase) will take place during Phase 3. Exact dates and chronology will be determined by the host agency (TSA)

Method of Evaluation and the Frequency of Supervision During This Phase

The trainee and mentor/supervisor/ lead team and Division Manager will regularly discuss and determine in joint conversations the specific goals and objectives for the trainee's position during this phase. The trainee will receive a formal evaluation at 12 months and at the end of his/her employment (18 months) by the program supervisor.

DS-7002

*Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. Persons are not required to provide this information in the absence of a valid OMB approval number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (A/ISS/DIR) 1800 G St. NW, Washington, DC 20520.

AYWC's PRACTICAL TRAINING PROGRAM

INITIAL TSA EVALUATION

1200 17th Street NW, 4TH floor, Washington, DC 20036 Tel: 202-785-0764 Fax: 202-728-0657

In accordance with AYWC's program requirements, TSAs are required to submit three evaluations. This initial evaluation should be completed one month after the start of the training program. Please answer the following questions, review it with the Trainee and fax it to AYWC at 202-728-0657. Use additional paper as necessary. If you have any questions, please e-mail practicaltraining@aywc.org.

Name of Trainee: _____

Training Site Agency Name: _____

Work:	Excellent	Good	Average	Needs Improvement
General Quality of Work				
Meeting Standards				
Willingness to Follow Directions/Suggestions				
Efficiency				
Eagerness				
Relationships:				
Adjustment to Supervisor(s)				
Attitude towards other workers				
Adjustment to Working Conditions				
Personal Qualities:				
Self-motivation and Initiative				
Attendance and Punctuality				
Appropriate Appearance				

1. Please describe the trainee's orientation (formal or informal) to the community and the TSA. Include any cultural activities arranged through the organization.
2. Please describe the training activities and or projects that the trainee has been exposed to so far.

3. How would you evaluate the skills that the Trainee brings to your organization?

4. If you have any concerns or suggestions, please describe them.

5. Would you like AYWC to contact you about the trainee or the training program? ___ Yes
___ No

I have reviewed this evaluation and understand its contents:

Trainees Name: _____ Trainee's Signature: _____

Supervisor's Name: _____ Supervisor's Signature: _____

Date: _____

AYWC's PRACTICAL TRAINING PROGRAM Mid-Term TSA EVALUATION

1200 17th Street NW, 4TH floor, Washington, DC 20036 Tel: 202-785-0764 Fax: 202-728-0657

In accordance with AYWC's program requirements, TSAs are required to submit three evaluations. This mid-term evaluation should be completed at the ninth month of the training program. Please answer the following questions, review it with the Trainee and fax the signed evaluation to AYWC at 202-728-0657. Use additional paper as necessary. If you have any questions, please e-mail practicaltraining@aywc.org.

Trainee's Name: _____ **Name of Host Company:** _____

Work:	Excellent	Good	Average	Needs Improvement
General Quality of Work				
Meeting Standards				
Willingness to Follow Directions/Suggestions				
Efficiency				
Communications:				
Ability to Communicate (Spoken)				
Ability to Communicate (Written)				
Ability to Comprehend Directions/Suggestions				
Relationships:				
Adjustment to Supervisor(s)				
Attitude Towards Other Workers				
Adjustment to Working Conditions				
Personal Qualities:				
Self-motivation and Initiative				
Attendance and Punctuality				
Appropriate Appearance				

1. Is the training progressing as anticipated? ___ Yes/___ No. If no, please explain any necessary modifications to the training plan.

2. Describe the training duties and the skills, knowledge and /or competence the trainee has gained thus far.

1. If you have any other concerns or suggestions, please describe them.

2. Would you like AYWC to contact you regarding the Trainee or the training program? ____ Yes ____ No

I have reviewed this evaluation and understand its contents:

Trainees Name: _____ Trainee's Signature: _____

Supervisor's Name: _____ Supervisor's Signature: _____

Date: _____

**AYWC's PRACTICAL TRAINING PROGRAM
Final TSA EVALUATION**

1200 17th Street NW, 4TH floor, Washington, DC 20036 Tel: 202-785-0764 Fax: 202-728-0657

In accordance with AYWC's program requirements, TSAs are required to submit three evaluations. This final evaluation should be completed at the end of the training program and before the trainee leaves the US. Please answer the following questions, review it with the Trainee and fax the signed evaluation to AYWC at 202-728-0657. Use additional paper as necessary. If you have any questions, please e-mail practicaltraining@aywc.org.

Trainee's Name: _____ **Name of Training Site Agency:** _____

Work:	Excellent	Good	Average	Needs Improvement
General Quality of Work				
Meeting Standards				
Willingness to Follow Directions/Suggestions				
Efficiency				
Communications:				
Ability to Communicate (Spoken)				
Ability to Communicate (Written)				
Ability to Comprehend Directions/Suggestions				
Relationships:				
Adjustment to Supervisor(s)				
Attitude Towards Other Workers				
Adjustment to Working Conditions				
Personal Qualities:				
Self-motivation and Initiative				
Attendance and Punctuality				
Appropriate Appearance				

1. Describe the training duties and the skills, knowledge and /or competence the trainee has gained during the program.

2. In your opinion, did the trainee meet the goals and objectives of the training program?
___Yes/___No. Please explain your answer.

3. Please provide any additional comments or suggestions for the training program?

I have reviewed this evaluation and understand its contents:

Trainees Name: _____ Trainee's Signature: _____

Supervisor's Name: _____ Supervisor's Signature: _____

Date: _____