

Dear Host Organization Representative,

We are delighted that you are interested in offering an extended training opportunity for your CIEE Intern/Trainee. Extensions are designed to give your CIEE Intern/Trainee the chance to acquire additional skills and knowledge that were not present in their original training plan. Extension training should be completed at the same location and, ideally, under the same supervisor as the original training.

If you wish to offer this opportunity to your CIEE Intern/Trainee, you must complete a new DS-7002 Training/ Internship Placement Plan, including a new "Additional Host Organization Information Page" (the last page of this document). Of particular importance, this includes an opportunity for you to explain why the extension is necessary.

Please note the following:

- If you are submitting an extension for a Professional Career Training USA participant (Trainee), and the extension is for more than 6 months, the training must include at least two phases of training.
- If you are submitting a hospitality extension, the maximum duration of training (original training plus extension) is 12 months, unless the full duration of training has been in management. In this case, the maximum duration is 18 months.
- If a hospitality extension is longer than 6 months, the training should include at least 3 rotations through different departments.

Once complete, your J-1 Intern/Trainee will submit these forms to their home country CIEE representative, who will then forward it to CIEE for processing. We will then be in touch with you as a normal part of our application review.

If you have any questions or would like assistance with this process, please call 1.888.369.1620.

Sincerely,

CIEE
Internship USA
Professional Career Training USA



U.S. Department of State
TRAINING/INTERNSHIP PLACEMENT PLAN

*OMB APPROVAL NO. 1405-0170
EXPIRATION DATE: 08-31-2012
ESTIMATED BURDEN: 2 hours

PARTICIPANT INFORMATION

Trainee/Intern Name (<i>Last, First, MI</i>)		Email Address	
Check one: <input type="checkbox"/> Trainee <input type="checkbox"/> Intern <input type="checkbox"/> Student Intern	Current Field of Study or Profession		If Professional, Number of Years Experience in Field
	Type of Degree or Certificate	Date Awarded (<i>mm-dd-yyyy</i>) or Expected	Training/Internship Dates (<i>mm-dd-yyyy</i>) From _____ To _____

SITE OF ACTIVITY INFORMATION

Name of Supervisor (<i>Last, First, MI</i>)		Title		
Email Address		Telephone Number		
Host Organization Name				
Street Address of Training/Internship Site		Suite	City	State
Website		DUNS Number		Employer Identification Number (EIN)
Hours Per Week	Will Trainee/Intern receive a stipend? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how much? \$ _____ per _____	

CONTRACT AGREEMENT

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."

NOTE- Sponsors will not enter into any contracts, issue Forms DS-2019, or allow a Trainee/Intern to begin a training/internship program until all three parties have executed this Training/Internship Placement Plan and proof of the insurance required under 22 CFR 62.14 is on file with the sponsor.

Trainee/Intern- I hereby acknowledge that I have reviewed, understand, and will follow this Training/Internship Placement Plan.

Trainee/Intern Signature	Date (<i>mm-dd-yyyy</i>)
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Supervisor- I certify the following:

- I have reviewed and approved and will follow this Training/Internship Placement Plan;
- I will adhere to all applicable regulatory provisions that govern this program (22 CFR Part 62);
- I will conduct the required periodic evaluations of trainees/interns; and
- I will notify a designated sponsor contact (1) regarding any concerns about, changes in, or deviations from the Training/Internship Placement Plan; and (2) in the event of an emergency involving a trainee/intern.

Supervisor Signature	Date (<i>mm-dd-yyyy</i>)
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Sponsor - I certify as the sponsor that the attached Training/Internship Plan is approved and that:

- Sufficient resources, plant, equipment, and trained personnel will be available to provide the specified training/internship program;
- Continuous on-site supervision and mentoring of trainees/interns will be provided by experienced and knowledgeable staff;
- Trainees/interns will obtain skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning experiences, as appropriate in specific circumstances;
- Trainee/interns will not displace full- or part-time or temporary or permanent American workers or serve to fill a labor need, and the positions that trainees/interns fill exist solely to assist them in achieving the objectives of their participation in training/internship programs; and
- Training/internship programs in the field of agriculture meet all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) and the Migrant and Seasonal Agricultural Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).

Sponsor Signature CIEE Use Only	Date (<i>mm-dd-yyyy</i>) CIEE Use Only
Program Sponsor Name CIEE Use Only	Program Number CIEE Use Only

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Name of Trainee/Intern (Last, First, MI)	Field of Training/Internship
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Name of Phase	Start Date for this Phase _____ <i>(mm-dd-yyyy)</i>	End Date for this Phase _____ <i>(mm-dd-yyyy)</i>	Phase _____ of _____
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Brief Description of Trainee/Intern's Role for this Program or for this Phase

Specific Tasks and Activities to be Completed for this Program or for this Phase (*Interns*) or Methodology of Training and Chronology/Syllabus for this Phase (*Trainees*)

Specific Goals and Objectives for this Program or for this Phase

Knowledge, Skills, or Techniques to be Imparted During this Program or During this Phase

Methods of Performance Evaluation and Methods or Supervision for this Program or for this Phase

PRIVACY ACT STATEMENT

AUTHORITIES: The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (the Fulbright-Hays Act)(22 U.S.C. 2452) which provides for the administration of the Exchange Visitor Program (J visa).

PURPOSE: The information solicited on this form is necessary to provide clarity of training and intern programs offered to foreign nationals by United States entities designated by the Department of State to conduct exchange visitor programs, for general statistical use within the Department of State, and to enable the Department of State to effectively administer the trainee and intern categories of the Exchange Visitor Program. Failure to provide the information requested on this form may result in non-participation in the Exchange Visitor Program.

ROUTINE USES: The information on this form may be used in reviewing complaints, in formulating statistical data on training and internships programs conducted under the Exchange Visitor Program, and may be shared with overseas counterpart offices of the Department of State to ensure proper administration of this Program for exchange purposes. The information provided may also be released to federal, state, local, or foreign government entities for law enforcement purposes.

Public reporting burden for this collection of information is estimated to average 2 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: A/GIS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20522-2202

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Additional Host Organization Information - For Extension Applications

The following information is a required part of the Training/Internship Placement Plan. Forms not completed in their entirety will be held as incomplete, and may delay processing. Please take the time to go through this page carefully before submitting.

Name of Trainee/Intern (*Last, First, MI*):

Describe why additional time with your organization is necessary to further the Trainee/Intern's training objectives:

Number of Full-Time Employees Companywide in the U.S.:

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

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

Has any of the information below changed since your Trainee/Intern began their training?

- Yes, please complete the section below*
- No, you do not need to complete the section below

*If the host organization will provide any of the following, indicate approximate value of each **per month**:

Housing:	Board:	Transportation:	Other:
U.S. \$	U.S. \$	U.S. \$	U.S. \$

Name of alternate contact at Host Organization:

Title:	Email:	Telephone:
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Primary Supervisor Information

Name:

Years of experience in this field:

Length of time working at this organization:

Brief description of experience in this field: