

IT TRAINING AGREEMENT

The Santa Ana Chamber of Commerce (Chamber) has a contract, number ET17-0269, with the State of California's Employment Training Panel (ETP) to fund training classes for IT workers of certain California employers. The Chamber has selected Saisoft, Inc. to conduct the training classes and assist with the marketing and administration of the program. This IT Training Agreement is between the Chamber and the Employer named below which desires one or more of its IT workers (trainees) to attend one or more of the training classes offered by the Chamber and Saisoft. There are many ETP rules and regulations that must be followed in order for ETP to reimburse the Chamber and Saisoft for the training. To comply with ETP's rules and regulations, the Employer must comply with the following. In the event ETP does not reimburse the Chamber for the training delivered for any reason, the Employer is not liable for any payment.

1. The Employer understands that the trainees are enrolling in instructor led online classes. The Employer must determine that the course content suits each trainee's technical level.
2. After a quick verbal pre-qualification of the Employer's eligibility by the Chamber or Saisoft, the Employer's Human Resources or IT Department Manager must complete and sign a Certification Statement (ETP Form 100E). The form will be supplied by the Chamber or Saisoft and Saisoft may assist the Employer in completing the form.
3. The Employer must ensure that all its trainees meet ETP's eligibility requirements. Specifically, the trainees must be full time employees working at least 35 hours per week and must receive regular payroll checks with California state taxes deducted from their salary. The trainees must earn a minimum of \$17.63 per hour. If a proposed trainee is already enrolled in an ETP funded training class from another contractor, he/she is not eligible to attend these classes until the other class is finished and the other contractor closes the trainee out from their contract. The Employer must provide Saisoft with a copy of the current pay stub and social security number for each trainee before the start of training. The Employer may also be asked to provide demographic information about trainees. ETP requires the social security number because they verify hours and wages in the State's Employment Development Department system by looking it up by social security number. If any of the information submitted conflicts with ETP's rules and regulations, the trainee will not be allowed to attend classes.
4. The Employer must also ensure that once enrolled, the trainee will complete 100% of the training hours for each class. The Employer must ensure that trainees who miss a class session(s) read all material covered in the missed class(es) that is posted by the instructor and complete any assigned lab exercises. Trainees must also attend make up class session(s) totaling the number of missed hours. To request a login ID for make-up sessions, trainees should email their Saisoft representative.
5. The Chamber and Saisoft reserve the right to expel disruptive trainees.
6. Another current pay stub for each trainee must be provided to Saisoft 90 days after the last class for the trainee. ETP does another verification at that time.
7. The Employer and the Chamber agree that should the terms of this Agreement and ETP Agreement ET17-0269 conflict, the latter's terms shall govern.

Employer: _____

Signed: _____ Date: _____

Print Name: _____ Title: _____

Santa Ana Chamber of Commerce

Signed: _____ Date: _____

Print Name: _____ Title: _____