

Externship Agreement

Extern's Name: _____

Externship Site: _____

Site Address: _____

Site Contact: _____

Site Phone #: _____

Trainer: _____

Training Title: _____

Beginning Date: _____ Estimated End Date: _____

Externship Training Hours per Week: _____

IVRS Responsibilities:

1. IVRS Staff will provide support to the Trainer and Extern during the externship.
2. IVRS will arrange a training wage for the Extern.
3. IVRS Staff will assist the Extern with arranging reasonable accommodations as needed and in accordance with IVRS policy.
4. IVRS will work with the Trainer to set up a Training Plan that does not displace an employee of the business or replace a new employee where the business would otherwise hire.
5. IVRS Staff will meet with the Externship team at least monthly to discuss competencies and progress.
6. IVRS Staff monitors the Externship closely to assure it is ended when competency is achieved or the 320 hours limit is reached.
7. IVRS Staff submits a timesheet to the CRP weekly, if applicable.
8. IVRS will ensure the Extern's liability and training wage are in place before the externship starts.

Trainer Responsibilities:

1. Trainer understands that it is not in an Employer/Employee relationship with the Extern during the training period.
2. Trainer will be assigned to the Extern.
3. Trainer agrees to provide a reference after the Extern successfully completes the Training Program.
4. Trainer will submit copies of the Extern's time sheet to IVRS.
5. Trainer will provide information to the IVRS staff on the evaluation of Extern's performance.
6. Trainer understands that the supervision provided to the Extern is more than is customarily and routinely provided to regular employees.

7. The Extern cannot displace a worker or replace a new hire.
8. Trainer is not dependent upon the production of the Extern.
9. Trainer does not expect the Extern to make independent decisions that impact the business.
10. Trainer understands that the training will end after 320 hours or once competency is achieved, whichever comes first, and an extension may only be approved by administration after thorough review of the progress.

Extern Responsibilities:

1. Extern will attend training as scheduled.
2. Extern understands he/she is not in an employee of the Trainer during the training.
3. Extern will participate in any scheduled meetings with the team.
4. Extern will contact IVRS Staff if any problems should arise.
5. Extern will contact IVRS Staff if they are working alone without supervision.
6. Extern will ask questions necessary to learn the job.
7. Extern will follow instructions and accept correction and direction from the Trainer or designate.
8. Extern is required to accept a training wage as compensation for the training in a private industry where there is a competitive work environment.

This agreement is between IVRS, the Trainer, and the Extern. The purpose of the agreement is to clarify the operation of the Externship Program. The Trainer is encouraged to consult with the IVRS Staff for any training concerns. Should there be any questions; the Trainer is encouraged to contact the IVRS Staff at the contact number below.

Trainer Signature

Date

IVRS Representative Signature

Date

Phone: _____

IVRS Supervisor Signature

Date

Extern Signature

Date