



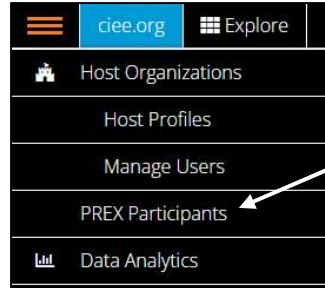
CIEE Beacon Host Training Plan (DS7002) Overview

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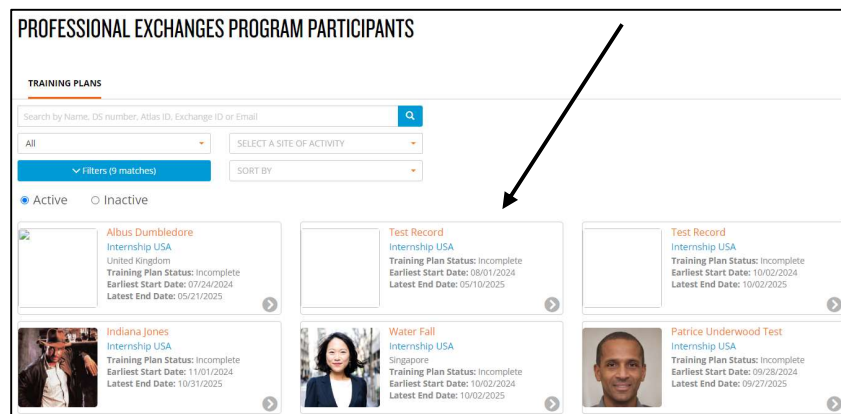
Accessing the Training Plan

Once the Host Profile is approved in the CIEE Beacon Platform, Hosts will be able to access their participants' training plans by clicking the hamburger menu in the top left corner and selecting "PREX Participants".



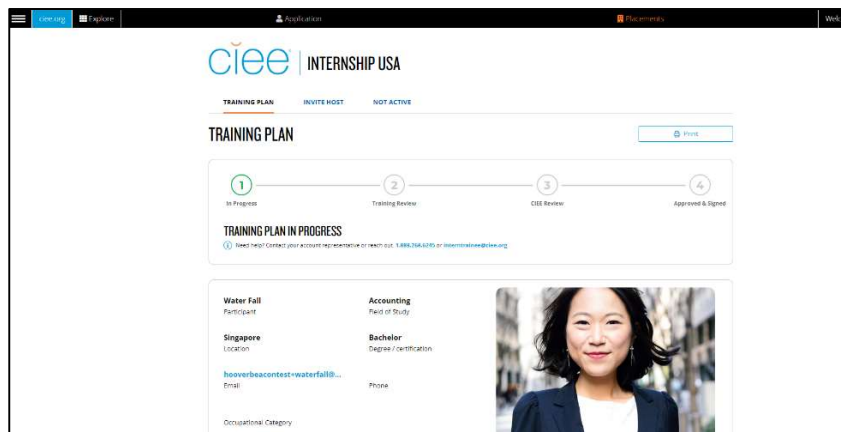
Please note: You will not be able to access participant's training plans until your host profile has been approved by CIEE.

Hosts can select the training plan they'd like to access by clicking on the participant's individual card.



The below fields will automatically be pulled into the Training Plan:

- Participant's primary information & image
- Host information from the host profile listed under "Site of Activity"
- Participant and Host contact info



Compensation & Program Detail

Hosts will be provided with clear instructions in the 'Next Steps' box. Hosts may change the program supervisor or edit supervisor details.

The Broadmoor Hotel Company Name	Severus MD Snape Main Supervisor	<div style="border: 1px solid orange; padding: 10px;"> <p>NEXT STEPS</p> <p>Please complete the required sections of each training phase. Once complete, each phase will need to be signed.</p> </div>
Dark Arts Title	ciecebeacontestTW+snape@gmail.co... Email	
9999999999 Phone		
Change Program Supervisor	Edit Program Supervisor	

Complete the Compensation & Program Details section. Error messaging will appear in areas such as the 'Hours' section if anything less than 32 hours is submitted.

Reminders:

- Hours should be a minimum of 32 hours and no more than 40 hours
- If the pax is receiving an hourly wage, **please do not add the hourly wage into the “pay amount”**. A training plan will be sent back if the amount listed is hourly. Instead, calculate the weekly or monthly amount and select the corresponding pay frequency.

Compensation & Program Details

How many hours per week of training will this participant receive?

Hours *

Compensation *

Yes

No

i Participants on this program are not permitted to be paid as independent contractors through a 1099. Any compensation received by the participant must be paid through payroll with proper taxes withheld.

Pay Amount

Pay Frequency

Weekly

Monthly

Non-Monetary Compensation Provided? *

Yes

No

If YES to non-monetary compensation provided:

Housing

Click “Save” at the bottom of the Compensation & Program Details section. Hosts will see a green circle with a check mark next to the “Primary Site of Activity” when this section is complete.



Phase & Phase Supervisor Detail

Once the Compensation & Program details are saved, the phase addition card will be visible. The Main Program Supervisor can then add and assign phases.

PHASES & PHASE SUPERVISOR

What's Phase & Phase Supervisors?

Participants on program will have phases for the different areas or departments they will work in. These can be a few weeks or a few months, and define what the individual will be learning and working on for that period. Those phases may be supervised by the Program Supervisor, or another supervisor designated by phase.

# Phases	Total Weeks	Start Date	End Date
0	-	-	-

[+ Add New](#)

The pop up below will show and allow the Main Program Supervisor to add and assign phase supervisors.

ADD A PHASE & PHASE SUPERVISOR

Phase Name *
Ex. Marketing

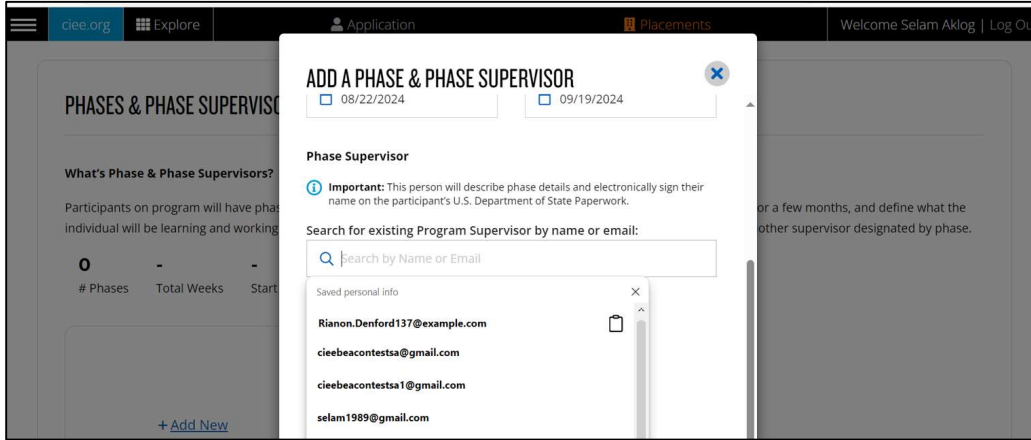
Training Field *
Ex. Intro to Marketing

Important: Phases must be consecutive, starting the day after the previous phase ends, with no overlap.

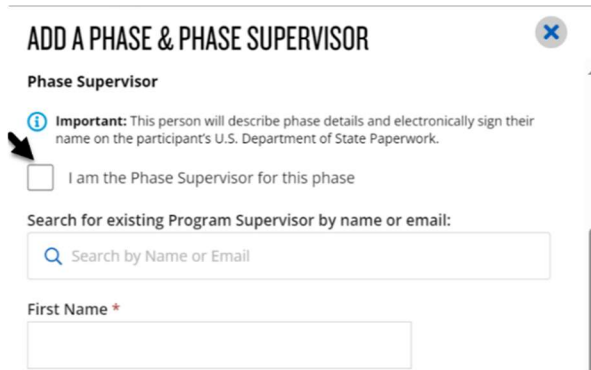
Phase Start Date * **Phase End Date ***

Select Select

When assigning a Phase Supervisor, the Search function will look for all contacts associated with the Host. Any new contact added as a Program Supervisor will become associated with the Host Organization to use any time moving forward and be available under the search function.



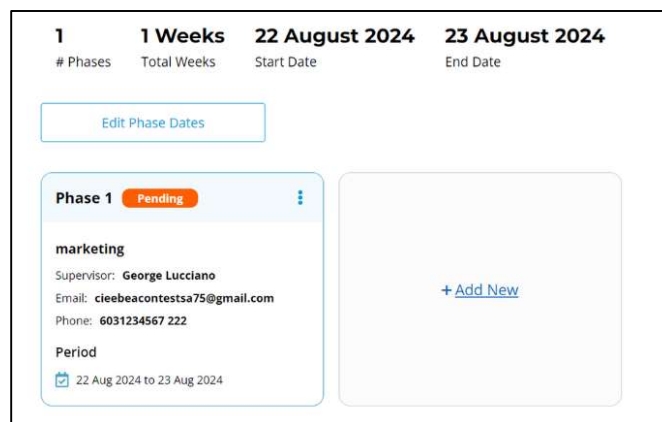
Main Supervisors can also choose the “I am the phase supervisor for this phase” and this will autofill with the **Main Supervisor’s** information.



Phase supervisors will receive an email notification to complete the phases they are assigned to.

Edit Phase Dates

Once the phase is added, the corresponding phase detail box will open.



Hosts can Bulk Edit phase dates by clicking on the “Edit Phase Dates” button.

PHASES & PHASE SUPERVISOR

What's Phase & Phase Supervisors?

Training plans should demonstrate a clear progression of skill development. To accommodate this, the DS-7002 allows you to define separate training phases that connect one skill to the next. Shorter programs may require only one phase, while longer programs require more phases.

1	6 Weeks	02 September 2024	09 October 2024
# Phases	Total Weeks	Start Date	End Date

[Edit Phase Dates](#)

Phase 1 Pending

marketing

Supervisor: **George Lucciano**
 Email: **ciecebeatests75@gmail.com**
 Phone: **9999999999**

Period

02 Sep 2024 to 09 Oct 2024

+ Add New

Hosts can edit the appropriate calendar boxes and click on “Save Phase Dates” when finished.

Please Note: Error messages will occur if there are overlapping dates or gaps between phases.

PHASES & PHASE SUPERVISOR

What's Phase & Phase Supervisors?

Training plans should demonstrate a clear progression of skill development. To accommodate this, the DS-7002 allows you to define separate training phases that connect one skill to the next. Shorter programs may require only one phase, while longer programs require more phases.

2	12 Weeks	02 September 2024	21 November 2024
# Phases	Total Weeks	Start Date	End Date

PHASE	SUPERVISOR	CONTACT	START DATE	to	END DATE
#1 - marketing	George Lucciano	ciecebeatests75@gmail.com	09/02/2024	to	10/09/2024
#2 - sales	George Lucciano	ciecebeatests75@gmail.com	10/10/2024	to	11/21/2024

[Save Phase Dates](#) [Cancel](#)

Phase Details, Signing and Deleting a Phase

When a host clicks on the card of the phase they'd like to edit, the details will expand below to prompt them with the information to fill out.

PHASE DETAILS: MARKETING

Phase Name: marketing Training Field: management

Supervisor - Name: George Supervisor - Initial: Supervisor - Last Name: Lucciano

Phase Duration

i Important: These dates will set the duration of the participant's program on their DoS paperwork.

Phase Start Date: 08/22/2024 Phase End Date: 08/23/2024

Phase Details

Description of trainee/intern's role for this phase *

Specific goals and objectives for this phase *

Who will provide daily supervision of the trainee/intern? What are their qualifications to teach the planned learning? *

Need Help?
Take a look at our Training Plan resources and instructions [here](#)

What plans are in place for the trainee/intern to participant in American cultural activities? *

Knowledge & Skills

What specific knowledge skills or techniques will be learned? *

How specifically, will these knowledge, skills or techniques be taught? Include specific tasks or Methodology of training *

How will trainee/intern's acquisition of new skills and competencies be measured? *

Additional phase remarks

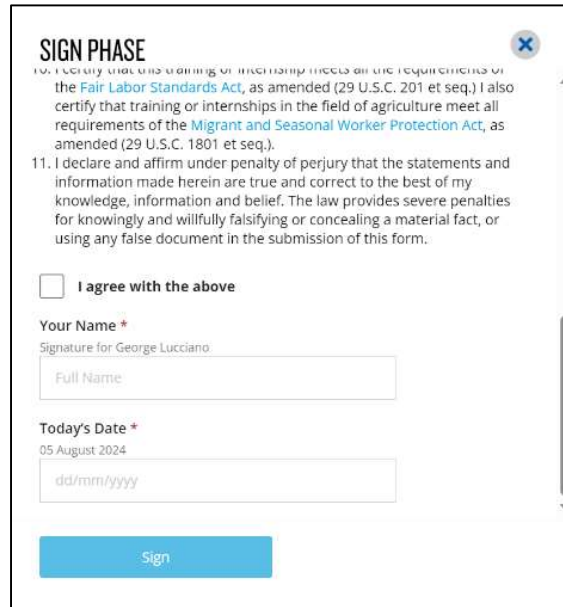
Sign Phase

Save

Delete Phase

Phases can be signed, saved for later, or deleted.

When a hosts clicks “Sign” at the bottom of the phase, the sign phase pop-up will appear to agree, sign, and date.



SIGN PHASE

I certify that this training or internship meets all the requirements of the [Fair Labor Standards Act](#), as amended (29 U.S.C. 201 et seq.) I also certify that training or internships in the field of agriculture meet all requirements of the [Migrant and Seasonal Worker Protection Act](#), as amended (29 U.S.C. 1801 et seq.).

11. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I agree with the above

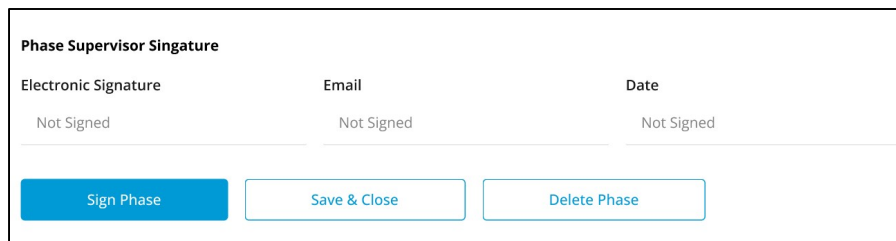
Your Name *
Signature for George Lucciano
Full Name

Today's Date *
05 August 2024
dd/mm/yyyy

Sign

Please Note: The supervisor assigned to each phase should be the one signing the phase. The signature and the person listed on the phase must match.

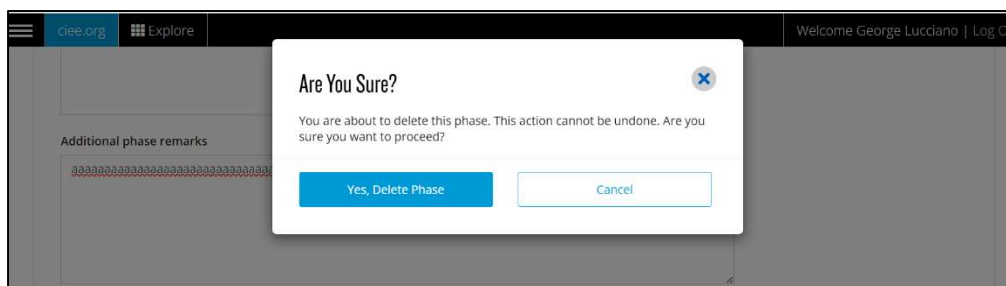
Host Signatures info will be displayed once the Supervisor has signed at the bottom of the section displayed below.



Phase Supervisor Signature		
Electronic Signature	Email	Date
Not Signed	Not Signed	Not Signed

Sign Phase Save & Close Delete Phase

If a Host decides to delete a phase they will be prompted for confirmation to delete the phase.



Are You Sure?

You are about to delete this phase. This action cannot be undone. Are you sure you want to proceed?

Yes, Delete Phase Cancel

The Main Program Supervisor will be guided by the Next Steps box for the next expected action. In this case, the Main program supervisor needs to sign and submit the training plan.

<p>The Legacy Hotel Company Name</p> <p>director Title</p> <p>6666666666 Phone</p> <p>Change Program Supervisor</p>	<p>George Lucciano Submitted Supervisor</p> <p>cieebeatests75@gmail.com Email</p> <p>Edit Program Supervisor</p>	<div style="border: 1px solid orange; padding: 10px;"> <p>NEXT STEPS</p> <p>Training plan information is complete, the main program supervisor may now sign.</p> <p>Sign & Submit Training Plan</p> </div>
<p>✔ PRIMARY SITE OF ACTIVITY</p>		<p>Show +</p>

SIGN & SUBMIT TRAINING PLAN

9. I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I agree with the above

Your Name *
Signature for Max McCarthy
Full Name

Today's Date *
09 August 2024
dd/mm/yyyy

[Sign](#)

Once everything has been completed by the Host, the participant will then be notified via email to log in, review and sign the Training Plan to submit to their International Representative.

The “Next Steps” box will state that the next action item is for the participant.

NEXT STEPS

The training plan has been signed by the host.
The participant review and signature is next.

Sent Back to Host Details/Host Edits Required

If a Host needs to make adjustments to the a training plan, a notification will be sent to the Main Program Supervisor showing the exact phase and reason for the edit needed..

The screenshot displays the 'TRAINING PLAN' interface. At the top right, there is a 'Print' button. Below it is a progress bar with four stages: 1. In Progress (highlighted in green), 2. Training Review, 3. CIEE Review, and 4. Approved & Signed. A 'SENT BACK TO HOST' notification is shown, including a help link: 'Need help? Contact your account representative or reach out to: 1.888.268.6245 or intertrainee@ciee.org'. A 'Reason' field contains the text: 'Supervisor please adjust phase 1 for XYZ reasons.' Below this, 'Phase Details: Potion Training Needs Attention' is visible. Two black arrows point from the text in the 'Reason' field to the first stage of the progress bar and the 'Phase Details' text.

CIEE Staff will wait for the Main Program Supervisor to make the requested adjustments, and then they must resign and submit. Participants will then be notified they need to resign and submit back to CIEE.