# CIEE Beacon Host Training Plan (DS7002) Overview

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![CIEE logo]

## 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".
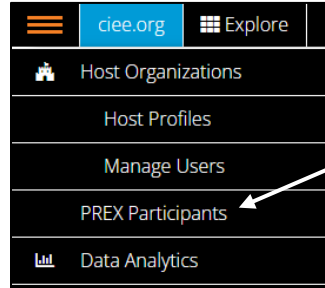


**Please note:** You will not be able to access participant's training plans until your host profile has been approved by CIEE.

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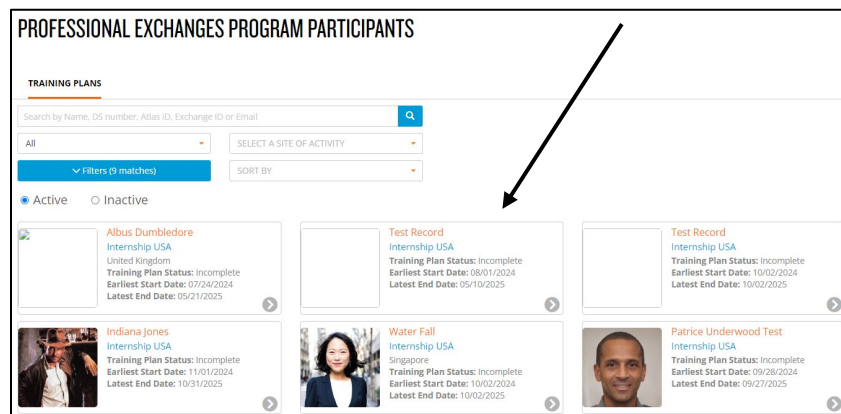


The below fields will automatically be pulled into the Training Plan:
- Participant's primary information & image
- Host information from the host profile listed under "Site of Activity"
- Participant and Host contact info

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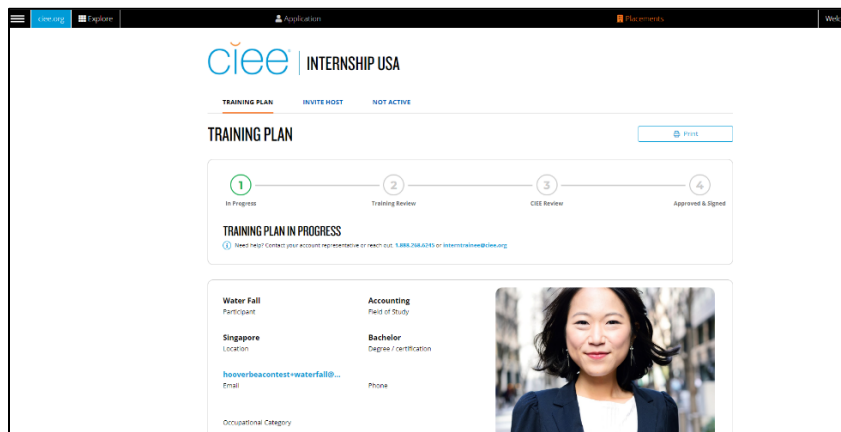
# Compensation & Program Detail

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

**Dark Arts**
Title

cieebeacontestTW+snape@gmail.co...
Email

**9999999999**
Phone

Change Program Supervisor

Edit Program Supervisor

**NEXT STEPS**

Please complete the required sections of each training phase.
Once complete, each phase will need to be signed.

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 *

32

Compensation *

◯ Yes

⦿ No

ⓘ 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

$ 0.00

Pay Frequency

◯ Weekly

⦿ Monthly

Non-Monetary Compensation Provided? *

◯ Yes

⦿ No

If YES to non-monetary compensation provided:

**Housing**

$ 0.00

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.
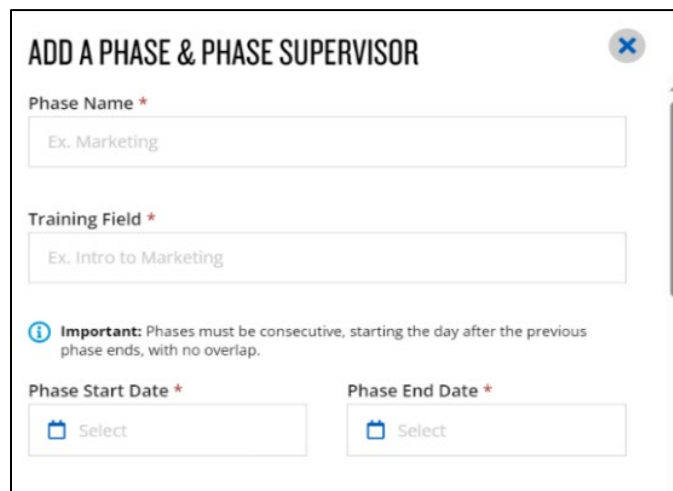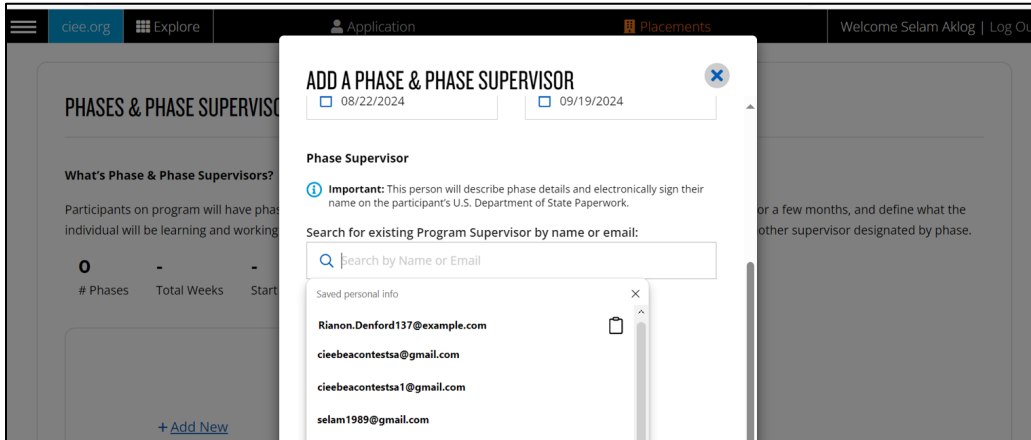


## Phase & Phase Supervisor Detail

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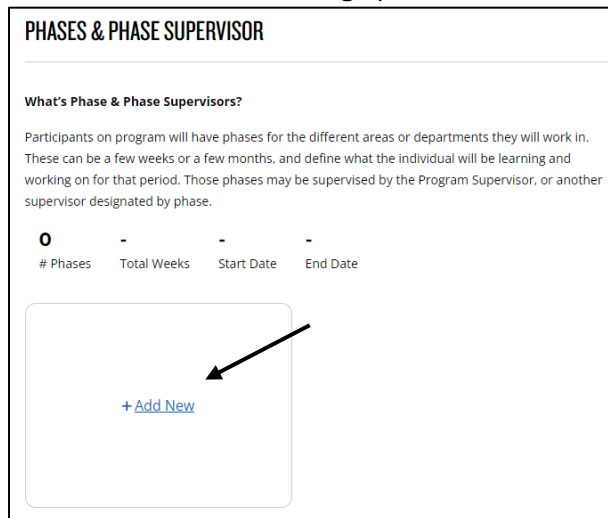


The pop up below will show and allow the Main Program Supervisor to add and assign phase supervisors.



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.
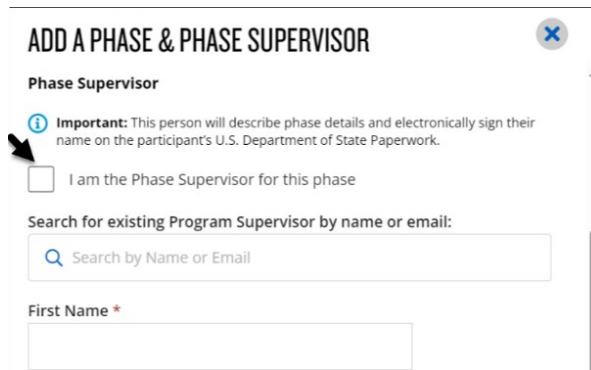


Phase supervisors will receive an email notification to complete the phases they are assigned to.

## Edit Phase Dates

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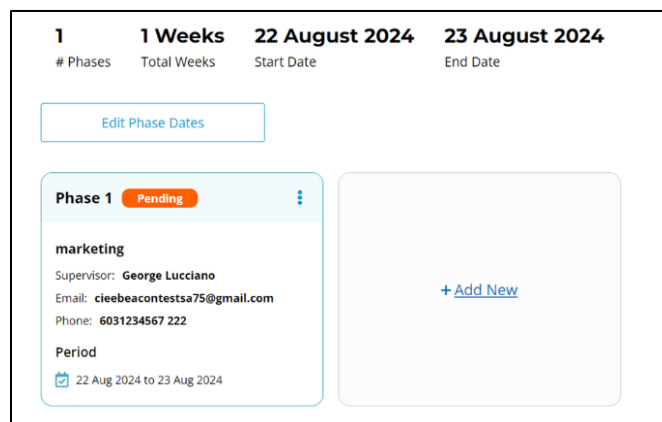


Hosts can Bulk Edit phase dates by clicking on the "Edit Phase Dates" button.

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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.

# 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.

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
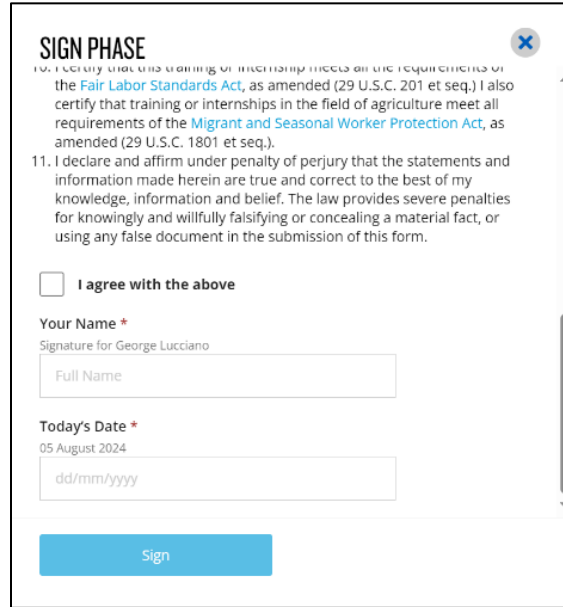
| Sign Phase | Save | Delete Phase |
|---|---|---|

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

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



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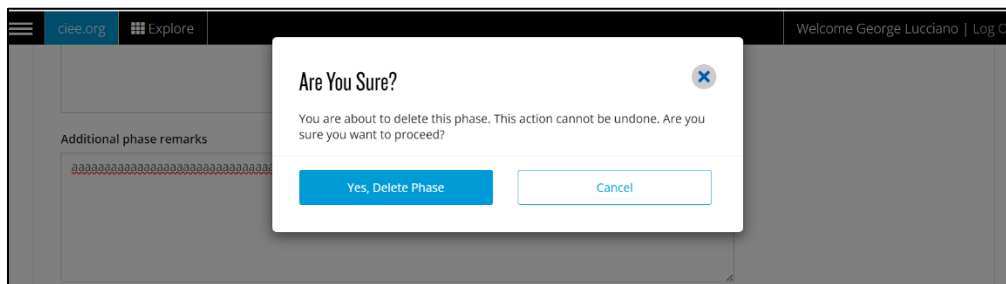
Host Signatures info will be displayed once the Supervisor has signed at the bottom of the section displayed below.



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



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.

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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.

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# 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..



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