

## SAISOFT IT TRAINING AGREEMENT

This IT Training Agreement (Agreement) is between Saisoft and Participating Employer (PE) named below. Saisoft will provide the training services related to Employment Training Panel Agreement # 09-0152.

1. The PE must ensure that all its trainees attending the IT Training must meet ETP's eligibility requirements, including without limitation, ETP minimum wage, full-time employment and retention. 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 \$14.02 per hour.
2. The PE must ensure that each trainee submit a pay stub at the start of training and a second pay stub at the end of the 90-day retention period to verify wages and employment. Saisoft shall use this information to comply with ETP requirements only and for no other purpose. In the event ETP does not reimburse the contractor for the training delivered for any reason, PE is not liable for any payments.
3. The PE must ensure that trainees that miss class sessions read all Chapters covered in the missed class(es) and/or any supplementary material posted by the instructor. Trainees must also complete any assigned lab exercises. All class information is posted on portal.saisoft.net. Trainees must also attend live online classroom instruction totaling the missed hours. To request a Login ID for make-up sessions, trainees may email [makeup@saisoft.net](mailto:makeup@saisoft.net). The PE must ensure trainees follow this procedure to meet the 100% attendance requirement.
4. The PE understands that the trainees are enrolling in Instructor-led on-line classes and that the course content suits each trainee's technical level. The PE must also ensure that once enrolled, the trainee will complete the course. The PE further understands that should any trainee fail to fulfill 100% attendance for the two weeks immediately following course completion, Saisoft will charge the PE \$50 for each non-complying trainee to cover the costs of processing the ETP Funding Application.
5. The PE must submit a fully executed Certification Statement (ETP 100E) form before training starts and after training is completed. If a trainee is enrolled in ETP-funded training from another training vendor, he/she is not eligible to attend the Saisoft training classes. If any of the information submitted to ETP is incorrect, the trainee will not be allowed to attend additional classes. Saisoft reserves the right to expel unruly and disruptive students.
6. Saisoft and PE agree that should the terms of this Agreement and ETP Agreement No. 09-0152 conflict, the latter's terms shall govern.

PARTICIPATING EMPLOYER: \_\_\_\_\_

SIGNED/DATED: \_\_\_\_\_

PRINT FULL NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

**Saisoft, Inc.**

SIGNED/DATED: \_\_\_\_\_

PRINT FULL NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_