IT TRAINING AGREEMENT

Saisoft is the training subcontractor on State of California's Employment Training Panel (ETP) contracts that fund training classes for IT workers of eligible California employers. Saisoft is responsible for conducting the training classes and assisting with the marketing and administration of the program. This IT Training Agreement is between Saisoft and the trainee named below who intends to enroll in one or more of the training classes offered by Saisoft under this program. There are many ETP rules and regulations that must be followed in order for the contractor to be reimbursed for providing the training. Saisoft must ask HR Department or the trainee to provide certain information, such as social security number and payroll information, to comply with ETP's rules and regulations. In the event ETP does not reimburse for the training delivered for any reason, neither the employer nor the trainee is liable for any payment.

1. The trainee understands that he/she is enrolling in instructor led online classes and that the course content suits his/her technical level.

2. The trainee must be full time employees working at least 35 hours per week and must receive regular payroll checks with California state taxes deducted from his/her salary. The trainee must earn a minimum of $18.22 per hour. If the trainee is already enrolled in an ETP funded training class from another contractor, he/she is not eligible to attend this training until the other training is finished and the other contractor closes the trainee out from their contract.

3. The trainee must ensure that a copy of the current pay stub is provided at the start of training and a current pay stub is provided 90 days after the last class. If any of the information submitted is incorrect or conflicts with ETP's rules and regulations, the trainee will not be allowed to attend any training classes.

4. The trainee must ensure that once enrolled, he/she will complete 100% of the training hours for each class. The trainee who misses a class session(s) must read all material covered in the missed class(es) that is posted by the instructor and complete any assigned lab exercises. Trainee must also attend make up class session(s) totaling the number of missed hours. To request a Login ID for make up sessions, the trainee should email their Saisoft representative. Trainee understands that they may be barred from enrolling in future training classes in the event they do not attend make up sessions.

5. Saisoft reserves the right to expel unruly or disruptive trainees.

Trainee (Print Name): _____

Company: _____Title: _____

Signed: _____ Date: _____

Saisoft Signed: _____ Date: _____

Print Name: _____ Title: _____