

# Job Training Qualified Job Trainee Affidavit

## Instructions

This purpose of this affidavit is to certify the identifying information and work record for a specified Qualified Job Trainee (Trainee) on a specific Illinois Solar for All (ILSFA) project (Project). This Qualified Job Trainee Affidavit (Trainee Affidavit) is to be completed for each Trainee and submitted by the Approved Vendor as part of the Project's Part II Review process. Section One captures the relationship between the Trainee and the Approved Vendor. Section Two summarizes the Trainee's participation in the Project. Section Three reflects the current contact information for the Trainee.

The Trainee Affidavit must be signed by the Trainee as well as the direct employer and/or supervisor of the Trainee. Approved Vendors must also submit a Project Summary Affidavit (Project Affidavit) for the Project referenced in this Trainee Affidavit. Once filled out, please review the information on this affidavit carefully for accuracy and completeness and submit a signed, PDF version of the documents using the ILSFA Approved Vendor portal at [ElevateEnergy.force.com/ApprovedVendor/s/login/](https://ElevateEnergy.force.com/ApprovedVendor/s/login/). Incomplete forms will not be accepted. Information provided will be used only by the Program Administrator for verification of job trainee information. The Program Administrator may request additional information or documentation from the Approved Vendor, the Trainee, and/or the applicable training program as part of its review and verification of this Affidavit.

## DEFINITIONS :

- **Qualified Job Trainee:** Individuals who have completed either: 1) a qualified, Future Energy Jobs Act (FEJA)-funded job training program (these include the Solar Training Pipeline Program, the Craft Apprenticeship Program, or the Multi-Cultural Jobs Program) within the past 36 months, or 2) 50% or more of the classroom requirements for an Illinois-based Other Qualifying Program within the past 24 months. For more information on the FEJA-funded programs and Other Qualifying Programs please see: [IllinoisSFA.com/job-training/](https://IllinoisSFA.com/job-training/).

## Section One: Trainee Hiring Information

*This section should be completed by the Approved Vendor*

Approved Vendor Information	
Approved Vendor Name:	
Approved Vendor Number:	
Project Number:	
Project Address:	
<p>Was this Trainee directly hired and/or supervised by an entity (subcontractor/installer/agent or Aggregator Designee used to perform work associated with this project) other than the Approved Vendor?</p> <p><input type="checkbox"/> Yes (if Yes, please fill out information for that entity in the grey section below)</p> <p><input type="checkbox"/> No (if No, the Approved Vendor directly hired and/or supervised the Trainee, please skip the grey section below)</p>	
Company (Entity) Employing Qualified Job Trainee for this Project	
Hiring Company Name:	
Hiring Company Type: <input type="checkbox"/> Aggregator Designee <input type="checkbox"/> Subcontractor <input type="checkbox"/> Other: _____	
Company's Scope of Work for Project:	
Company Address:	
Company City:	Contact Name:
Company State:	Contact Email:
Company ZIP Code:	Contact Phone:

## Section Two: Trainee Participation Detail

***This section should be completed by the entity that directly hired and/or supervised the Trainee (includes any Subcontractor/installer/agent, or Aggregator Designee) and verified by the Trainee.***

Project participation start date:	Project participation end date:
Trainee's Total Hours Worked: <sup>1</sup>	Trainee's hourly wage or salary: <sup>2</sup>
Employee category: <input type="checkbox"/> Permanent (receives a W2) <input type="checkbox"/> Temporary (receives a W2) <input type="checkbox"/> Independent Contractor (receives a 1099)	
Work Performed (check all that apply and enter total hours) <input type="checkbox"/> System Design    Hours: _____ <input type="checkbox"/> Installation        Hours: _____ <input type="checkbox"/> System Commissioning    Hours: _____ <input type="checkbox"/> Operations and Maintenance    Hours: _____ <input type="checkbox"/> Technical Sales/Other:        Hours: _____  Please describe work performed:	
How did the Trainee hear about the opportunity?	

<sup>1</sup> Hours worked may only be within the five NABCEP job task categories listed in Table 15.2 of the Approved Vendor Manual.

<sup>2</sup> Documentation of hours and salary supporting information recorded on the affidavits shall be accessible to the Program Administrator upon request for up to four years after the submission of the affidavits per Section 15.3 of the Approved Vendor Manual.

## Section Three: Qualified Job Trainee Contact Information

*This section should be completed by the Qualified Job Trainee.*

Information provided will be used only by the Program Administrator for verification of job trainee information.

Name:	
Address:	
E-mail:	Phone:
<b>Qualified Job Training Program Information</b>	
Training Organization Name:	
Training Program Name:	
Location(s):	
Start Date: _____	
End Date: _____	
Did Trainee successfully complete the Program?	

## AFFIDAVIT

### Qualified Job Trainee

By participating in the Illinois Solar For All Program as a Qualified Job Trainee and signing below, I certify that the information above is true and accurate to the best of my knowledge:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Approved Vendor Representative

I am a member of the Approved Vendor's staff and have been designated to oversee the completion of this affidavit. By signing this document, I certify that the information above is true and accurate to the best of my knowledge. I understand that falsification of affidavits can result in the Approved Vendor's termination from the ISLFA program.

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_