

Eligible Job Trainee Affidavit

Instructions

The purpose of this affidavit is to certify the identifying information and work record for a specified Eligible Job Trainee (Trainee) on a specific Illinois Solar for All (ILSFA) project (Project). This Eligible 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 and the Trainee's direct employer and/or supervisor must sign the Affidavit. Once completed, please review this Affidavit carefully for accuracy and completeness and submit a signed PDF version of the documents using the [ILSFA Approved Vendor portal](#). Incomplete forms will not be accepted. The information provided in the Affidavit will be used only by the Program Administrator to verify job trainee information. The Program Administrator may request additional information or documentation from the Approved Vendor, the Trainee, and/or the applicable training program to review and verify this Affidavit.

ILSFA job training requirements can be found in Section 15 of the Approved Vendor Manual.

DEFINITIONS:

Eligible Job Trainee: Individuals who have completed either: 1) completed a qualified CEJA or FEJA Workforce Development Program in one of the categories listed in the "CEJA and FEJA Workforce Development Programs" in section 15.3.1 of the Approved Vendor Manual; 2) 50% or more of the classroom requirements for an Illinois-based Other Qualifying Program that results in a Qualified Person status; 3) 100% of an OQP's course requirements and successfully obtain an NABCEP PV Associate Credential.

Individuals who have completed one of the above criteria are considered an Eligible Job Trainee for up to 5 years.

[See more information](#) on the FEJA-funded/CEJA-funded programs and Other Qualifying Programs.



Section One: Trainee Hiring Information

This section should be completed by the Approved Vendor.

Approved Vendor Information	
Approved Vendor Name:	
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 Eligible 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.

Trainee Participation Detail	
Project participation start date:	Project participation end date:
Eligible Job Trainee's Total Hours Worked:	Eligible Job Trainee's hourly wage or salary:
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: _____	
Describe work performed:	
How did the Eligible Job Trainee hear about the opportunity?	



Section Three: Eligible Job Trainee Contact Information

This section should be completed by the Eligible Job Trainee. Information provided will be used only by the Program Administrator for verification of Eligible Job Trainee information.

Eligible Job Trainee Contact Information	
Name:	
Address:	
E-mail:	Phone:
Qualified Job Training Program Information REQUIRED	
Training Organization Name (Name should match how it's listed on IllinoisSFA.com/job-training/):	
Training Program Name (Name should match how it's listed on IllinoisSFA.com/job-training/):	
Location(s):	
Start Date: _____	
End Date: _____	
Did Trainee successfully complete the Program?	
REQUIRED: Please include certificate of completion of program/course from the Qualified Job Training Program. Program/course completion date must be visible. An email or letter from the instructor or representative from the program can be accepted if a certificate of completion is not available.	



Affidavit

Eligible Job Trainee

By participating in the Illinois Solar for All Program as an Eligible 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 ILSFA program.

Print Name: _____

Title: _____

Email: _____

Phone Number: _____

Signature: _____ Date: _____