**OJT/SE Contract Checklist**

The following must be completed prior to OJT/SE contract submission:

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| OJT/SE enrollment entered into CalJOBS |
| Eligibility documents (applicable Right to Work, Adult, Dislocated Worker, CalWORKs)  scanned into CalJOBS |
| Selective Service verification documents scanned into CalJOBS, if applicable |
| Background Wizard completed in CalJOBS |
| Individual Employment Plan (IEP) completed in CalJOBS |
| Critical Occupational Cluster Verification- Career GPS in scanned into CalJOBS |

The following forms must be submitted with each OJT/SE contract to the SETA Monitor for review/approval:

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| **OJT/SE Contract Packet**  **(submitted via email)** |
| *SETA OJT/SE Contract* - one per employer for the first trainee |
| *OJT/SE Description/Trainee Information Form* (Attachment B of the OJT/SE contract) |
| *Job Description/Elements of Training/ Monthly Evaluation Form* (Attachment C of the OJT/SE contract) |
| *Contract Modification Request Form*, if applicable |

WIOA OJT/SE contracts and applicable forms must be submitted to the SETA Program Monitor within 10 business days of execution.