



**AGREEMENT FOR TRAINING
BETWEEN**

THE NORTH CAROLINA DIVISION OF SERVICES FOR THE BLIND, THE STATE LICENSING

AGENCY AND _____ , A LICENSED BLIND OPERATOR THIS

AGREEMENT, entered into this _____ day of _____ 20 _____ ,by and between the North Carolina Division of Services for the Blind (hereinafter, the Agency), and _____ , licensed as a blind operator under the Randolph-Sheppard Program (hereinafter, Operator) by the Agency.

WITNESSETH:

WHEREAS, the Agency has a responsibility and interest in providing on-the-job training experiences to potential operators of concession stands under the Randolph-Sheppard program; and

WHEREAS, the Agency has offered the Operator the opportunity to train these future operators under the terms and conditions hereinafter set forth; and

WHEREAS, the Operator has agreed to undertake the training of these trainees under the terms and conditions hereinafter set forth; and

NOW, THEREFORE, in consideration of the premises, it is mutually agreed as follows:

A.THE AGENCY

- 1.The Agency will pay a training fee of \$500 per week per trainee to the Operator acting as the training supervisor.
- 2.The Agency will evaluate periodically the training program of each operator and will make recommendations for change as needed.
- 3.The Agency will provide assistance in the development of individual training plans via the Business Enterprise Counselors normally assigned to the training location.

B.THE OPERATOR

- 1.The Operator will perform faithfully and to the best of his/her ability the necessary duties in connection with training the trainee, including:
 - a. The Operator will cooperate fully with officials and duly authorized representatives of the Agency in connection with their official program responsibilities. It is understood that officials of the Agency shall have access to all records involving the training.



ON-THE-JOB TRAINING AGREEMENT

- b. The Operator will be responsible for having the trainee train in all areas appropriate for the level of training being provided. This will include basic facility management, business math, personal hygiene, salesmanship, financial management, sanitation, and personnel supervision in all training situations.
- c. The Operator will train the trainee in the principles of food service management as appropriate including scheduling, pricing, promotions, display, portion control, inventory control, equipment operation and maintenance, cash control, safety, and sanitation.
- d. The Operator will provide actual hands-on experience to the trainee in all areas in which the trainee would have to function as the operator of a like facility.
- e. The Operator should maintain a businesslike and professional attitude toward the trainee at all times and treat the trainee with dignity and respect.
- f. The Operator will confer with the Business Enterprises Counselor and Trainer regarding recommendations as to the length of training required for each trainee.
- g. The Operator will pay wages to the trainee as a usual operating expense of the facility for hours spent in productive work in the facility at a rate no less than the federal minimum wage. These wages will be paid as if the trainee was a regular employee of the Operator.
- h. The Operator will keep records and make weekly progress reports to the VR counselor regarding the trainee's progress. The Operator will submit an original, signed invoice to the VR counselor on a weekly basis for payment of the training fee.
- i. The Operator will evaluate the trainee 3 to 4 weeks after the beginning of the OJT to determine if a recommendation to become a Level I Licensee is appropriate. If the trainee is not recommended for Level I the Operator will end training immediately. The Operator will notify the VR counselor and BE trainer of the outcome of the evaluation regardless of the decision. The trainee cannot apply for advertisements in the Business Enterprises Program without becoming at least a Level I Licensee.
- j. The Operator will make a final recommendation to the BE chief regarding the licensure of the trainee as an operator after the trainee has completed the training period.
- k. The Operator will not extend the OJT for a trainee beyond the specified number of weeks for any level of licensure. Exceptions to this policy will require a written request and justification submitted by the Operator to the BE chief. The BE chief will provide a response to the request to the Operator in writing.
- l. The Operator will be subject to an evaluation by each trainee of the training provided with the Agency acting to cancel this training agreement at any time without explanation to the Operator based on the feedback received as result of this evaluation process.



C. GENERAL

1. The period of on-the-job training should allow the trainee to experience every aspect of management of the facility without placing the trainee in a position that would negatively effect the usual operations of the business.
2. The training should be tailored to each trainee's individual strengths and weaknesses and should allow for progressively more responsibility as competence is demonstrated.
3. The trainee should never be made to feel as if he/she is merely an observer of activities in the facility or simply taking up space in order for the trainer to receive payment of training fees.
4. The training fee should not be treated as related to the training facilities' day to day business and should not be entered on any financial reports by the trainer, including the monthly D-sheet.
5. This agreement may be terminated at any time by the Operator. It may be terminated by the Chief, Business Enterprises acting on behalf of the Agency if the determination is made that trainees are not being properly trained or if Operators are found in noncompliance of provisions of this agreement.

NC Division of Services for the Blind

Business Enterprise Representative Signature

Date

Operator Signature

Date

Witness Signature

Date