



BEP OJT TRAINER INVOICE INSTRUCTIONS

PURPOSE

To record billable On-The-Job Training (OJT) Fees to be paid to Licensed Blind Operator to provide OJT for trainees participating in the Business Enterprises OJT program.

PREPARED BY

Licensed Blind Operator/OJT Trainer completes the form and submits it to the Vocational Rehabilitation Counselor (VRC) on a weekly basis. The VRC will review the invoice and supporting documentation on a weekly basis to verify accuracy and process the invoice for payment.

INSTRUCTIONS

All OJT Trainers must become an approved vendor for the Division of Services for the Blind before this service can be provided. OJT Trainers should consult with the Vocational Rehabilitation Counselor regarding the process and documentation required to become a vendor.

Invoice#: An invoice number will be provided by the Licensed Blind Operator/OJT Trainer.

Date: Licensed Blind Operator/OJT Trainer enters the date that the invoice is completed.

Trainee's Name: Licensed Blind Operator/OJT Trainer enters the trainee's name.

Dates: Licensed Blind Operator/OJT Trainer enters the dates for the week of training that has been provided and is being invoiced.

OJT Tuition Fee: \$500 per 40 hour work week. **If the Trainee works less than 40 hours, the fee is to be prorated to adjust for the decrease in hours.**

Total Amount Due: Licensed Blind Operator/OJT Trainer enters the total amount invoiced.

Licensed Blind Operator/OJT Trainer signs the form.

Licensed Blind Operator/OJT Trainer enters the last four digits of their Social Security number.

DISTRIBUTION

Original: Invoice and OJT Checklist DSB-5057-BE-ia: Vocational Rehabilitation Counselor

Copy: Business Enterprises Program Trainer
Business Enterprise Representative