

IBT Worker Training Program -Checklist – Required Documents

NIEHS Courses (EPA, DOE, and PORT Grants)

Timeframe	Salary	Expense
<p>Pre-Class</p> <p>Submit to IBT 2-3 Weeks before start of class</p>	<input type="checkbox"/> Work Authorization	<input type="checkbox"/> Request Letter <input type="checkbox"/> Class Roster <input type="checkbox"/> Authorization <ul style="list-style-type: none"> _ In-House Authorization <li style="text-align: center;">-or- _ Travel Authorization <ul style="list-style-type: none"> _ Travel Itinerary _ Mileage Backup
<p>During Class</p> <p>Prepared/Collected during class</p>		<input type="checkbox"/> Course Content Record <input type="checkbox"/> Student Sign-In Sheets <input type="checkbox"/> Student Applications <input type="checkbox"/> Student Evaluations <ul style="list-style-type: none"> _ Pre/Post Tests _ Proof of Previous Training _ DOT Physical/Doctor's note _ SCBA/APR Checklist
<p>Post Class</p> <p>Completed after class and submitted with all previous paperwork to IBT as Invoice.</p>	<input type="checkbox"/> Salary Invoice <input type="checkbox"/> <i>Work Authorization</i> <input type="checkbox"/> Summary of Work Form	<input type="checkbox"/> Total Expense Invoice <u>Student Fees</u> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Course Content Record</i> <input type="checkbox"/> <i>Student Sign-In Sheets</i> <input type="checkbox"/> <i>Student Application</i> <input type="checkbox"/> <i>Student Evaluations</i> _ <i>Pre/Post Tests</i> <u>Travel Expenses</u> <ul style="list-style-type: none"> <input type="checkbox"/> Expense Report <input type="checkbox"/> Original Receipts <input type="checkbox"/> Authorizations <ul style="list-style-type: none"> _ <i>In-House Authorization</i> <li style="text-align: center;">-or- _ <i>Travel Authorization</i> <ul style="list-style-type: none"> _ <i>Travel Itinerary</i> _ <i>Mileage Backup</i> <li style="text-align: center;">-or- _ <i>Mobile Unit</i> <li style="padding-left: 20px;"><i>Mileage Log</i>

Required Document

_ May be required, depending on activity specifics.

Copies If a document appears in Italics, it has previously been submitted to the Program Office for review and approval. You are required to attach a copy of the document to the invoice.

IBT Worker Training Program -Checklist – Required Documents

DOT-HMIT Courses (Train-the-Trainer, Practical Trainer, and Trainer Refresher Courses)

Timeframe	Salary	Expense	Local Reimbursement
Pre-Class Submit to IBT 2-3 Weeks before start of class	<input type="checkbox"/> Work Authorization	<input type="checkbox"/> Request Letter <input type="checkbox"/> Class Roster <input type="checkbox"/> Authorization _ In-House Authorization -or- _ Travel Authorization _ Travel Itinerary _ Mileage Backup	<input type="checkbox"/> Wage Documentation <input type="checkbox"/> Letter of Agreement* _ Class Authorization
During Class Prepared during class		<input type="checkbox"/> Course Content Record <input type="checkbox"/> Student Sign-In Sheets <input type="checkbox"/> Student Applications <input type="checkbox"/> Student Evaluation _ Pre/Post Tests	<input type="checkbox"/> Student Sign-In Sheets <input type="checkbox"/> Reimbursement Checks
Post Class Completed after class and submitted with all previous paperwork to IBT as Invoice.	<input type="checkbox"/> Salary Invoice <input type="checkbox"/> <i>Work Authorization</i> <input type="checkbox"/> Summary of Work Form	<input type="checkbox"/> Total Expense Invoice <u>Class Documents</u> <input type="checkbox"/> <i>Course Content Record</i> <input type="checkbox"/> <i>Student Sign-In Sheets</i> <input type="checkbox"/> <i>Student Application</i> <input type="checkbox"/> <i>Student Evaluation</i> _ <i>Pre/Post Tests</i> <u>Travel Expenses</u> <input type="checkbox"/> Expense Report <input type="checkbox"/> Original Receipts <input type="checkbox"/> Authorizations _ <i>In-House Authorization</i> -or- _ <i>Travel Authorization</i> _ <i>Travel Itinerary</i> _ <i>Mileage Backup</i> -or- _ Mobile Unit Mileage Log	<input type="checkbox"/> Cover Letter stating the total amount requested. <input type="checkbox"/> <i>Wage Documentation</i> <input type="checkbox"/> <i>Letter of Agreement</i> _ <i>Class Authorization</i> <input type="checkbox"/> <i>Student Sign-In Sheets</i> <input type="checkbox"/> <i>Reimbursement Checks</i>

* One per Local, per grant year

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