EMPLOYMENT COMPLETION PROCESS

**Purpose:** This required process is used to update a student record with partial or full employment obligation credit for time worked at Employment Verification Form (EVF) verified employment. It is an automated process of notification, requiring specific student actions.

<table>
<thead>
<tr>
<th>STEP</th>
<th>CSIS</th>
<th>STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Completion timer signals end of student obligation</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Automated email to student with ECF</td>
<td></td>
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</tbody>
</table>
| 3    | STUDENT Completes ECF via CSIS emailed link | 1. Obtain employment completion letter from agency on agency letterhead  
2. Import this document as PDF & complete ECV |
| 4    | Automated email to university with completed ECF |  |
| 5    | UNIVERSITY Reviews ECV based on submitted & imported info | 1. APPROVES – Signs ECV electronically  
2. DENIES – Indicates why ECV was denied and what needs to be changed/updated |
| 6    | CSIS Automated email to student about status of ECV | 1. IF APPROVED – Notifies student of approval  
2. IF DENIED – Notifies student of denied EFV & instructs how to change/update & resubmit |
| 7    | STUDENT IF DENIED...Updates & resubmits ECV via CSIS link | 1. Review instructions about changing/updating denied ECV  
2. Make needed changes & resubmit ECV |

**TERMS DEFINED**

- **University** – the school where the student participated in the Title IV-E program
- **CSIS** – the CalSWEC Student Information System (CSIS) database
- **Student** – the BSW and/or MSW student completing a Title IV-E employment obligation
- **ECF** – the Employment Completion Form (ECV) that asks for contact, demographic, and employment information (including an agency completion letter on letterhead regarding employment)