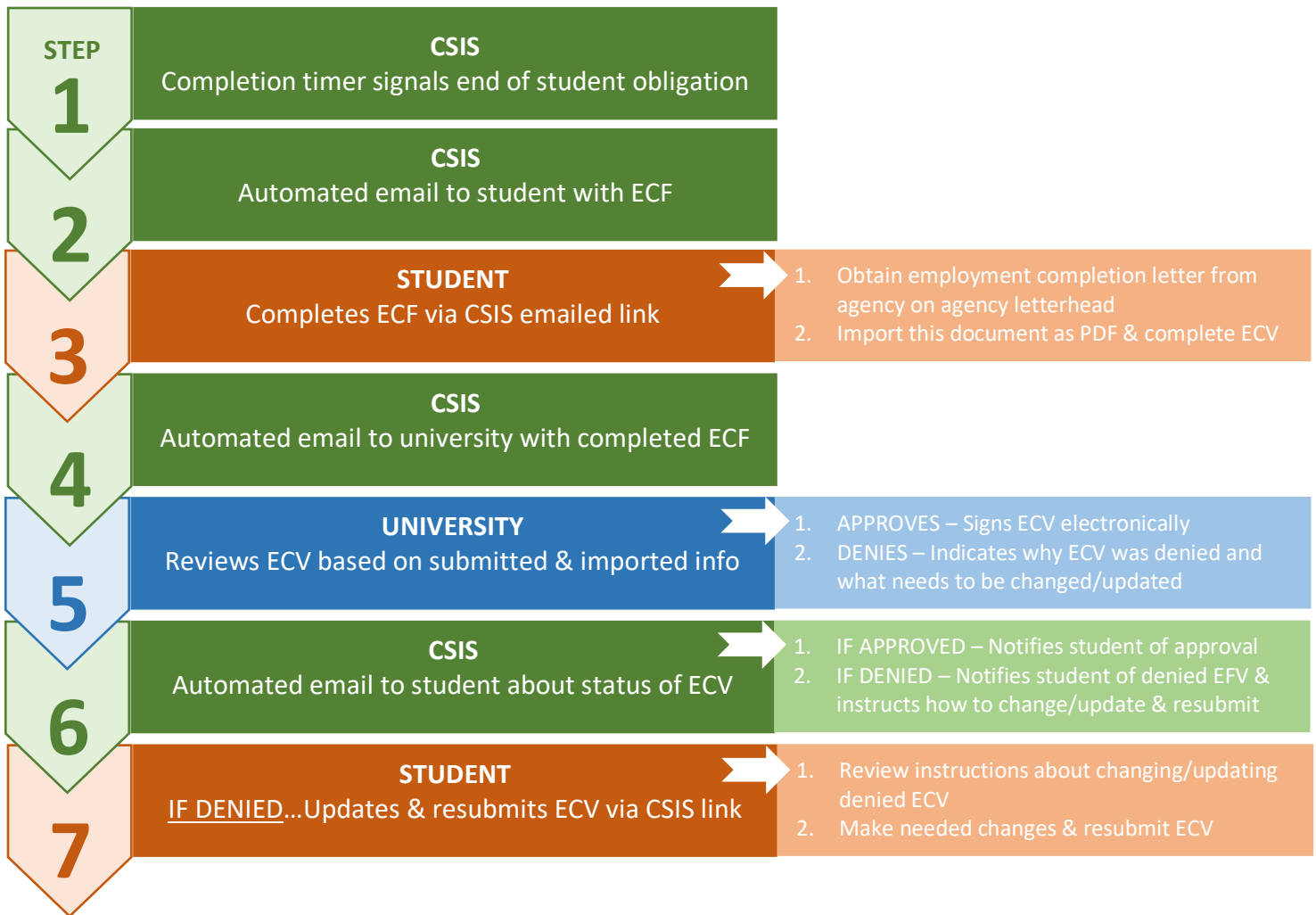




EMPLOYMENT COMPLETION PROCESS

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.



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)