



# ISE Training Experience Program

**Host Company Information Handbook**

**2012-13**





**ISE International, Inc.**

119 Cooper Street - Babylon, NY 11702

Toll Free: 866-822-1095 - Tel: 631-893-4540 - Fax: 631-893-4550

Dear Host Company,

Thank you for your interest in the ISE Training Experience Program! The ISE Training Experience Program is an Exchange Visitor Program under which young professionals from overseas have the opportunity to receive training in the United States.

The primary objectives of the ISE Training Experience Program are to enhance the skills and expertise of foreign nationals in their academic or occupational fields through participation in a structured and guided work-based training program. The program strives to improve the participants' knowledge of American techniques, methodologies, and expertise. The Trainee Program is also intended to increase participants' understanding of American culture and society and to enhance Americans' knowledge of foreign cultures and skills through an open interchange of ideas between participants and their American associates. A key goal of the Fulbright- Hays Act, which authorizes this program, is that participants will return to their home countries and share their experiences with their countrymen.

This Exchange Visitor Program, sponsored by ISE, is designed to foster international understanding by inviting young professionals to American businesses for up to 18 months. Throughout the training program, participants meet and train with U.S. professionals, improve their English proficiency, and gain greater insight into an American culture while enhancing Americans' knowledge of foreign cultures.

ISE arranges programs for both trainees that have already secured a qualified host company and those trainees that are qualified for the program but need further assistance in locating a qualified host company.

The following manual will provide you with all the details necessary to understand the opportunities available in the ISE Training Experience Program. We are excited to help you explore these wonderful opportunities and embark on the Trainee Program journey together.

Should you have any additional questions, do not hesitate to contact the ISE office at any time.

Respectfully yours,

Craig Brewer  
Responsible Officer

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## **About ISE International**

Founded in 1997, ISE is an exchange organization and a designated United States Department of State sponsor for the J-1 Trainee Program. Since its inception, ISE has worked with thousands of students and young professionals. Our goal is to provide quality assistance by giving personal attention and considering each detail of the exchange experience so as to allow every participant to grow intellectually through the exchange experience. Our mission begins with our local organizations, businesses and offices throughout the United States and extends to worldwide foreign facilities.

## **Globalize your workforce ...**

**ISE invites you to participate in the Trainee Program at no cost to you!** The ISE Trainee Program is fully participant-funded, with participant already covered with the required international health and travel insurance upon the arrival to the US. Join us in adding an international perspective to your workplace by training highly qualified and carefully screened young professionals.

A host company benefits from the cultural diversity that ISE trainees contribute to the workplace. The knowledge, enthusiasm and skills they bring with them from overseas are an invaluable addition to any business setting. Each host company will receive an added global perspective in the work environment by hosting an international trainee. Host companies will also have the benefit of bilingual or multilingual young professionals from different nations interacting with domestic employees and clients.

Every applicant accepted into the ISE Trainee Program has gone through an extensive screening process conducted by a ISE representative. All trainees have been interviewed by ISE representative and have proven themselves to be enthusiastic, flexible and eager to combine the dedicated skills learned in foreign universities and occupations with the practical skills of American companies. Additionally, each selected trainee speaks English well enough to benefit from the training experience (the host company may conduct additional telephone interviews with trainees, if needed).

## **A return on your investment ...**

Like all organizational development programs, the ISE Training Experience Program is a great investment in the future of your company. We offer you fantastic, young, foreign trainees who are focused on excellence in the workplace. The program allows the opportunity for you to train these young professionals locally and at the end of the program they will be free to return to their native countries to accept an opportunity to become full time members of your company's international workplace. Your minimal investment of time and energy will lead to long-term results far beyond the norm as your overseas operations are insured a full complement of American trained multilingual employees.

## **The Role of a Host Company**

A wide range of U.S. private businesses as well as governmental and non-governmental entities open their doors to ISE trainees. A host organization is defined as US-based an organization that conducts training programs on behalf of ISE, pursuant to an executed written agreement between the two parties. In addition to an executed written agreement between ISE and the host organization, ISE assists all host organizations in developing a required Training Placement Plan (DS-7002) that outlines the experience to be provided to the trainee by the host organization.

Department of State Regulations strictly prohibit the use of the trainee program for ordinary employment purposes, stating in particular that ISE must not place trainee participants in positions that are filled or would be filled by full-time or part time employees. ISE is similarly forbidden from cooperating with any staffing/employment agencies in administering its Trainee Program. ISE also does not place trainees in unskilled or casual labor positions, in positions that require or involve childcare or elder care, or in clinical or any other kind of work that involves patient care or contact.

Training programs provided by US host organizations must not be used as substitutes for ordinary employment or work purposes; nor may they be used under any circumstances to displace American workers. Regulations for the Trainee Program are designed to distinguish between *bona fide* training, which is permitted, and merely gaining additional work experience, which is not permitted.

Host organizations that ISE has been cooperating with in the recent years include large, multinational organizations as well as small and medium-sized businesses across the United States. In all cases, the ISE Trainee Program has benefited our host companies in innumerable ways and many host organizations repeatedly organize training programs through ISE year after year.

## **Vetting of Host Companies**

The goal of ISE in vetting host organizations is to collect sufficient evidence to support a finding that trainees will be properly placed with host organizations that meet our required standards.

Department of State Regulations require that ISE verify that all host organizations are legitimate entities, are appropriately registered or licensed to conduct their activities in their jurisdiction, possess and maintain the ability and resources to provide structured and guided work-based experience according to the individualized Training Placement Plan (DS-7002) developed for each ISE trainee.

ISE must adequately screen all potential host organization by obtaining the following information:

- Employer Identification Number (EIN)
- Verification of telephone number, address, and professional activities via advertising, brochures, web site, and/or feedback from prior participants
- Verification of Workman's Compensation Insurance Policy

In some instances, ISE will visit of the host organization's training location. ISE must conduct site visits of host organizations that have not previously participated successfully in the ISE Trainee Program and that have fewer than 25 employees or less than three million dollars in annual revenue.

## **The Training Placement Plan (DS-7002)**

The first step in the administration of the trainee program for all host organizations is to develop a detailed Training Placement Plan. Host organizations must sign a completed Form DS-7002 (Training Placement Plan) to verify that the placement is appropriate and consistent with the objectives of the trainees as outlined in their program applications. The Training Placement Plan must:

- State the specific goals and objectives of the training program (for each phase or component, if applicable)
- Detail the knowledge, skills, or techniques to be imparted to the trainee (for each phase or component, if applicable)
- Describe the methods of performance evaluation and the supervision (for each phase or component, if applicable)
- Be divided into specific and various phases or components. Each phase/component must:
  - Describe the methodology of training
  - Provide a chronology or syllabus.

ISE must also ensure that the duties of trainees as outlined in the Training Placement Plan will not involve more than 20 per cent clerical work, that trainees are trained at least 32 hour per week and that all tasks assigned to trainees are necessary for reaching the Trainee Program Objectives.

A sample of the DS-7002, Training Plan, is included on the following pages for your reference. This form is also available for downloading on the ISE website ([www.csb-usa.com](http://www.csb-usa.com)) or directly from the Department of State website at <http://www.state.gov/documents/organization/84240.pdf>



**TRAINING/INTERNSHIP PLACEMENT PLAN**

PARTICIPANT INFORMATION								
Trainee/Intern Name ( <i>Last, First, MI</i> )			Email Address					
Check one: <input type="checkbox"/> Trainee <input type="checkbox"/> Intern <input type="checkbox"/> Student Intern	Current Field of Study or Profession		If Professional, Number of Years Experience in Field					
	Type of Degree or Certificate	Date Awarded ( <i>mm-dd-yyyy</i> ) or Expected	Training/Internship Dates ( <i>mm-dd-yyyy</i> ) From _____ To _____					
SITE OF ACTIVITY INFORMATION								
Name of Supervisor ( <i>Last, First, MI</i> )			Title					
Email Address			Telephone Number					
Host Organization Name								
Street Address of Training/Internship Site		Suite	City	State ZIP Code				
Website		DUNS Number		Employee Identification Number ( <i>EIN</i> )				
Hours Per Week	Will Trainee/Intern receive a stipend? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how much? \$ _____ per _____					
CONTRACT AGREEMENT								
<p>I understand that false certification may subject me to criminal prosecution under 18 U.S.C. 1001, which reads: "Except as otherwise provided in this section, whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes any materially false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title or imprisoned not more than 5 years, or both."</p> <p>NOTE- Sponsors will not enter into any contracts, issue Forms DS-2019, or allow a Trainee/Intern to begin a training/internship program until all three parties have executed this Training/Internship Placement Plan and proof of the insurance required under 22 CFR 62.14 is on file with the sponsor.</p> <p><b>Trainee/Intern-</b> I hereby acknowledge that I have reviewed, understand, and will follow this Training/Internship Placement Plan.</p> <table border="1"><tr><td>Trainee/Intern Signature</td><td>Date (<i>mm-dd-yyyy</i>)</td></tr></table>					Trainee/Intern Signature	Date ( <i>mm-dd-yyyy</i> )		
Trainee/Intern Signature	Date ( <i>mm-dd-yyyy</i> )							
<p><b>Supervisor-</b> I certify the following:</p> <ol style="list-style-type: none"><li>1. I have reviewed and approved and will follow this Training/Internship Placement Plan;</li><li>2. I will adhere to all applicable regulatory provisions that govern this program (22 CFR Part 62);</li><li>3. I will conduct the required periodic evaluations of trainees/interns; and</li><li>4. I will notify a designated sponsor contact (1) regarding any concerns about, changes in, or deviations from the Training/Internship Placement Plan; and (2) in the event of an emergency involving a trainee/intern.</li></ol> <table border="1"><tr><td>Supervisor Signature</td><td>Date (<i>mm-dd-yyyy</i>)</td></tr></table>					Supervisor Signature	Date ( <i>mm-dd-yyyy</i> )		
Supervisor Signature	Date ( <i>mm-dd-yyyy</i> )							
<p><b>Sponsor -</b> I certify as the sponsor that the attached Training/Internship Plan is approved and that:</p> <ol style="list-style-type: none"><li>1. Sufficient resources, plant, equipment, and trained personnel will be available to provide the specified training/internship program;</li><li>2. Continuous on-site supervision and mentoring of trainees/interns will be provided by experienced and knowledgeable staff;</li><li>3. Trainees/interns will obtain skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences, and similar learning experiences, as appropriate in specific circumstances;</li><li>4. Trainees/interns will not displace full- or part-time or temporary or permanent American workers or serve to fill a labor need, and the positions that trainees/interns fill exist solely to assist them in achieving the objectives of their participation in training/internship programs; and</li><li>5. Training/internship programs in the field of agriculture meet all the requirements of the Fair Labor Standards Act, as amended (29 U.S.C. 201 et seq.) and the Migrant and Seasonal Agricultural Worker Protection Act, as amended (29 U.S.C. 1801 et seq.).</li></ol> <table border="1"><tr><td>Sponsor Signature</td><td>Date (<i>mm-dd-yyyy</i>)</td></tr><tr><td>Program Sponsor Name</td><td>Program Number</td></tr></table>					Sponsor Signature	Date ( <i>mm-dd-yyyy</i> )	Program Sponsor Name	Program Number
Sponsor Signature	Date ( <i>mm-dd-yyyy</i> )							
Program Sponsor Name	Program Number							

Program Sponsor Name		Program Number	
<p align="center"><b>TRAINING/INTERNSHIP PLACEMENT PLAN</b></p> <p>Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainees/interns will accomplish those objectives (<i>i.e. classes, individual instruction, shadowing, etc.</i>). Each phase must build upon the previous phase to show a progression in the training/internship. A separate copy of page 2 must be completed for each phase if applicable (<i>i.e.; if the trainee/intern is rotating through different departments</i>).</p>			
Name of Trainee/Intern ( <i>Last, First, MI</i> )		Field of Training/Internship	
Name of Phase	Start Date for this Phase <div>(mm-dd-yyyy)</div>	End Date for this Phase <div>(mm-dd-yyyy)</div>	Phase _____ of _____
Brief Description of Trainee/Intern's Role for this Program or for this Phase <input type="checkbox"/>			
Specific Tasks and Activities to be Completed for this Program or for this Phase ( <i>Interns</i> ) <u>or</u> Methodology of Training and Chronology/Syllabus for this Phase ( <i>Trainees</i> ) <input type="checkbox"/>			
Specific Goals and Objectives for this Program or for this Phase <input type="checkbox"/>			
Knowledge, Skills, or Techniques to be Imparted During this Program or During this Phase <input type="checkbox"/>			
Methods of Performance Evaluation and Methods of Supervision for this Program or for this Phase <input type="checkbox"/>			
<p><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITIES:</b> The information is sought pursuant to Section 102 of the Mutual Educational and Cultural Exchange Act of 1961, as amended (the Fulbright-Hays Act)(22 U.S.C. 2452) which provides for the administration of the Exchange Visitor Program (J visa).</p> <p><b>PURPOSE:</b> The information solicited on this form is necessary to provide clarity of training and intern programs offered to foreign nationals by United States entities designated by the Department of State to conduct exchange visitor programs, for general statistical use within the Department of State, and to enable the Department of State to effectively administer the trainee and intern categories of the Exchange Visitor Program. Failure to provide the information requested on this form may result in non-participation in the Exchange Visitor Program.</p> <p><b>ROUTINE USES:</b> The information on this form may be used in reviewing complaints, in formulating statistical data on training and internships programs conducted under the Exchange Visitor Program, and may be shared with overseas counterpart offices of the Department of State to ensure proper administration of this Program for exchange purposes. The information provided may also be released to federal, state, local, or foreign government entities for law enforcement purposes.</p> <p>Public reporting burden for this collection of information is estimated to average 2 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: A/GIS/DIR, Room 2400 SA-22, U.S. Department of State, Washington, DC 20522-2202</p>			

## **Trainee Stipend and Taxes**

Trainee Program Regulations allow for compensation (stipend) to be given to the J-1 trainee for his/her time and effort. The host company will determine the amount of the stipend based on the nature of the trainee position, hours per week, geographical cost of living, and a comparable compensation for a similar position. This is the host company's decision made independently of ISE.

The trainee's passport and the form DS-2019 (Certificate of Eligibility) are both evidence of trainee's lawful admittance to the United States under section 101(A) (15) (J) of the Immigration and Nationality Act. Participants will obtain Social Security Numbers for payroll purposes. Trainees must apply on their own behalf and in person at the local Social Security Office and present his/her passport with the I-94 card and the form DS-2019 (Certificate of Eligibility). Trainees can locate the nearest office by visiting the Social Security Administration website at <http://www.ssa.gov>.

As proof of application they will be issued form SSA-5028. If the company wishes to prepare a report of earnings before the participant has received their Social Security card they may by leaving the space for the Social Security number blank. For information regarding Host Company responsibilities when engaging foreign personnel, please visit: <http://www.ssa.gov/employer/hiring.htm>

We would like to remind you that the ISE participants are exempt from Social Security, Medicare and Federal Unemployment taxes if they possess or obtain a sponsorship letter from ISE authorizing their training. {ref. Department of the Treasury, Internal Revenue Service, Circular E, Employer's Tax Guide (page 31) section on students, scholars, trainees, teachers, etc., number 5}. (ISE issues the sponsorship letter for each student as part of the J-1 visa application packet). Please note that all ISE Trainee Program participants are subject to all applicable federal, state and local tax withholdings.

## **Program Termination**

ISE, as the program sponsor, creates a record for each eligible trainee in the Student and Exchange Visitor Information System (SEVIS) database. ISE will maintain the trainee's SEVIS record throughout the entire program duration. As proof of the SEVIS record creation, ISE will issue the form DS-2019 (Certificate of Eligibility) to each participant. The form DS-2019 identifies the program sponsor, the US host company, category of training and the duration of the program. All ISE Trainees apply for a visa that is valid for 12 or 18 months depending on the occupational category of training.

In the case that a serious situation arises with the participant, ISE must be notified immediately. ISE must be made aware of any serious situations involving ISE trainees in order to contact proper authorities, update trainee records and advise the host company of the appropriate course of action. There are several extreme situations that might mandate a trainee's immediate dismissal from the program:

- Conviction of a crime
- Engaging in unauthorized employment
- Failure to pursue Exchange Visitor program activities
- Violation of any local, state or federal law
- Violation of any host company rules, regulations or codes of conduct

The trainee program end date is noted on the form DS-2019. However, in rare cases, a trainee's SEVIS record may be terminated early due to extreme violations of the program. In all such cases, the trainee, and the US Host Company will be notified immediately. The trainee's visa status will be annulled and the trainee must depart the United States immediately.

Following the successful completion of the J-1 trainee program, trainees are granted with additional 30 days (grace period), during which the participants may travel within the United States. Please note that no training or employment is allowed during the 30-day grace period.



## RESPONSIBILITIES and OBLIGATIONS of HOST ORGANIZATION

**Below, you will find a list of responsibilities and obligations outlined for all host organizations to follow. Please read the following responsibilities and obligations and sign below indicating that you understand and agree to these conditions.**

- A Training Placement Plan (Form DS-7002) must be completed and signed by the Host Organization and the Trainee. The DS-7002 will verify that all placements are appropriate and consistent with the objectives of the trainee as outlined in his/her program application and as set forth in the Training Placement Plan.
- You understand that the participant is coming for a program of training and you understand the basic goals and objectives of this program.
- You understand that the maximum duration of this program is 18 months for Business Management programs, 12 months for Hospitality and Tourism programs.
- You understand that the training position must be at least 32 hours of training per week and the duties should not involve more than 20 per cent of clerical work.
- You agree that this training position will not displace an American employee.
- You understand that ISE is the participant's exchange visitor program sponsor.
- You understand that the trainee is exempt from Federal Unemployment, Medicare and Social Security taxes but must pay all Federal, State and City Income taxes.
- You understand that the trainee must apply for a social security number.
- You understand host organizations must notify ISE promptly of any concerns about, changes in, or deviations from the Training Placement Plans during the training program and contact ISE immediately in the event of any emergency involving trainees.
- You understand that host organizations must abide by all Federal, State, and Local occupational health and safety laws.
- You understand that host organizations must abide by all program rules and regulations set forth by ISE and the US Department of State, including the completion of midterm and final program evaluations.
- Before ISE can issue the Form DS-2019, both the host organization and the trainee must fully complete and sign the Form DS-7002.
- You understand that ISE has the right to withdraw sponsorship from any participant who violates any rules or regulations or if the participant's host organization willingly does not comply with program rules or regulations.

I UNDERSTAND AND AGREE TO THE CONDITIONS ABOVE.

Host Organization \_\_\_\_\_

Name (print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Supervision and Evaluation**

In order to ensure the quality of training programs successfully meets ISE's standards, ISE has developed procedures for evaluating all trainees. To monitor the trainee's performance and overall progress, ISE requires Midterm and Summative evaluations (please refer to the following pages of this manual) to be submitted by the host company for each trainee. For programs exceeding six months in duration, a minimum of Midterm and Summative evaluations is required.

The required evaluations must be completed and submitted to ISE prior to the conclusion of the training program, and both the trainee and the immediate training supervisor must sign the evaluation forms. An email notification with the attached evaluation form will be sent by email.

## ISE Trainee Program Midterm Evaluation

Applicant's Name: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

**Please rate the applicant on a 1 to 10 scale, with 1 being the lowest and 10 being the highest, in the following areas. Please circle only one number.**

1) Attendance

1      2      3      4      5      6      7      8      9      10

2) Completed Assigned Tasks on Time

1      2      3      4      5      6      7      8      9      10

3) Productivity and Competence

1      2      3      4      5      6      7      8      9      10

4) Mastered Required Competencies

1      2      3      4      5      6      7      8      9      10

5) Would Recommend

1      2      3      4      5      6      7      8      9      10

**Comments you have about the trainee:**

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Trainee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **ISE Trainee Program Summative Evaluation**

(to be completed by the end of the training program)

Applicant's Name \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

Company Name \_\_\_\_\_

Date \_\_\_\_\_

**Please rate the trainee in the following categories with 1 being the lowest and 10 being the highest.**

1. Attendance

1      2      3      4      5      6      7      8      9      10

2. Work Ethic

1      2      3      4      5      6      7      8      9      10

3. Positive Attitude

1      2      3      4      5      6      7      8      9      10

4. Willingness to Listen to Suggestions

1      2      3      4      5      6      7      8      9      10

5. Mastered Required Competencies

1      2      3      4      5      6      7      8      9      10

**Please list major skills the trainee has attained and rate each skill as to the level of required competency with 1 being the lowest and 10 being the highest.**

1. \_\_\_\_\_

1      2      3      4      5      6      7      8      9      10

2. \_\_\_\_\_

1      2      3      4      5      6      7      8      9      10

3. \_\_\_\_\_

1      2      3      4      5      6      7      8      9      10

4. \_\_\_\_\_

1      2      3      4      5      6      7      8      9      10

5. \_\_\_\_\_

1      2      3      4      5      6      7      8      9      10



**List any major recommendations to the trainee for improvement in attaining skills.**

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**Would you recommend this trainee for further employment and why?**

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Trainee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **ISE Approved Trainee Categories:**

### **Management, Business, Commerce and Finance**

### **Hospitality and Tourism**

#### ***Related Subjects/Fields:***

Accounting  
Accounting and Business/Management  
Accounting and Finance  
Accounting and Related Services, Other  
Apparel and Accessories Marketing Operations  
Banking and Financial Support Services  
Business Administration and Management, General  
Business Administration, Management and Operations, Other  
Business Operations Support and Secretarial Services, Other  
Business Statistics  
Business and Personal/Financial Services Marketing Operations  
Business, Management, Marketing, and Related Support Services, Other  
Business/Commerce, General  
Business/Corporate Communications  
Business/Managerial Economics  
Customer Service Management  
Customer Service Support/Call Center/Teleservice Operation  
E-Commerce/Electronic Commerce  
Entrepreneurial and Small Business Operations, Other  
Entrepreneurship/Entrepreneurial Studies  
Finance and Financial Management Services, Other  
Finance, General  
Financial Planning and Services  
Franchising and Franchise Operations  
General Merchandising, Sales, and Related Marketing Operations, Other  
Hospitality Administration/Management, General  
Hospitality Administration/Management, Other  
Hospitality and Recreation Marketing Operations  
Hotel/Motel Administration/Management  
Human Resources Development  
Human Resources Management and Services, Other  
Human Resources Management/Personnel Administration, General  
Information Resources Management/CIO Training  
International Business/Trade/Commerce  
International Finance  
International Marketing  
Logistics and Materials Management  
Management Information Systems and Services, Other  
Management Information Systems, General  
Management Science, General  
Management Sciences and Quantitative Methods, Other  
Marketing Research  
Marketing, Other  
Marketing/Marketing Management, General  
Merchandising and Buying Operations  
Non-Profit/Public/Organizational Management  
Office Management and Supervision  
Operations Management and Supervision  
Parts, Warehousing, and Inventory Management Operations

Public Finance  
Purchasing, Procurement/Acquisitions and Contracts Management  
Resort Management  
Restaurant/Food Services Management  
Retailing and Retail Operations  
Sales, Distribution, and Marketing Operations, General  
Selling Skills and Sales Operations  
Small Business Administration/Management  
Special Products Marketing Operations  
Specialized Merchandising, Sales, and Related Marketing Operations  
Tourism Promotion Operations  
Tourism and Travel Services Management  
Tourism and Travel Services Marketing Operations  
Traffic, Customs, and Transportation Clerk/Technician  
Transportation/Transportation Management



## INTERNATIONAL STUDENT EXCHANGE

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