**ETIP Check List**

[ ]  Company Profile (need to complete and send one time unless something changes)

[ ]  Master Training Roster (employee counted one time only)

[ ]  Completed Company Expenditure Summary Report (all courses for a specific quarter)

[ ]  Completed ETIP Participating Company Training Course Expense Report (items below are needed for each completed Course Expenditure Report)

[ ]  Attendee Sheets or Certificate of Completion

**Internal Trainer** (item below needed for internal trainers)

[ ]  Proof of Trainer Rate of Pay

**External Trainer** (items below needed for external trainers)

[ ]  Copy of Invoice

[ ]  Proof of Payment of Invoice