**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