

Technical Intern Training Program (TITP) - Initial/New of Accreditation [] TITP [] TITP Careworker

Name of Supervising Organization:

Name of Sending Organization:

Name of Implementing Organization:

DOCUMENTARY REQUIREMENTS	S	REMARKS
Copy of Business/License Permit issued by the MOJ and the MHLW to the SvO, with an English translation bearing the name and signature of the translator		
Copy of Notification of License Term of SvO issued the MOJ and the MHLW, with an English translation bearing the name and signature of the translator		
Original Company Registration issued by the MOJ to the SvO with an English translation bearing the name and signature of the translator		
Proof that the Implementing Organization/Company is categorized in any of the type of facilities listed in DOLE D.O. 188-B Attachment A (Object Facilities), in the form of photos, brochures and/or profile of the Implementing Organization/ Company. (FOR CAREWORKER)		
Criteria of Job Category and Operation issued by the MHLW, with an English translation bearing the name and signature of the translator		
Draft Technical Plan with an English translation bearing the name and signature of the translator		
Recruitment Agreement , using the POEA template, issued by the SvO to the Sending Organization and duly notarized in Japan (must be signed/hanko on every page of document)		
Technical Intern Offer (TIO) indicating the positions, the number of positions and salary per position, using POLO TITP Form No. 2018-01		
Certification on the number of employees using POLO Form No. 2018-01a		
Employment Contract for Technical Intern, using OTIT Reference Form 1-14		
Employment Terms and Conditions with Attachment on Wage Payment , using OTIT Reference Form 1-15		
Addendum to the Master Employment Contract, using POLO TITP Form No. 2018-02		
Addendum to the Employment Contract for Technical Intern Training for Care Worker Job Category using DOLE D.O. 188-B Form No. 2018-01		