



2017 WORK-TRADE POLICIES

- SEI offers its Work-Traders a credit equivalent to \$15/ hour for each hour worked. You can trade up to 100% of the tuition of each class. This is not paid in cash, rather a work-trader earns credit for our online and in-person trainings. If a work-trader signs up for the Solar Professionals Certificate Program, he/she is NOT eligible for the additional “tuition incentive” discount. If he/she is trading for one or more courses, without SPCP, they'll just work off retail value of course.
- You are required to fill in a timesheet and have it signed off by your SEI supervisor every 2 weeks.
- **Within the period of one (1) week from your start date, you must have registered for all of your workshops and provide a credit card to be kept on file. An equivalent amount of trade hours must be completed in full before beginning your trainings.**
- A credit card must be provided, to be kept on file, as a security deposit upon workshop registration. A **\$300** charge will be applied if you are accepted into the program and are unable, for any reason, to follow through with the work-trade commitment.
- You will be given workshop credit for the WT hours you put in. These credits will only be valid for workshops offered one (1) year from the last day of your work-trade. For example if you complete your hours on August 20, 2017, you will have until August 20, 2018 to use your credit. This credit is not transferable to other people nor is it transferable for merchandise. We urge you to use your credit within the same calendar year.
- Work-traders can take PV351L, only with approval of SEI. This course is designed a very high level training and a person must have the appropriate experience in the design and installation of PV systems. Only one work-trader is allowed in each PV351L class and you must receive approval of SEI staff before enrolling.
- All participants undergo a 10-day trial period. At the end of that period either party (SEI or the work trader) has the right to discontinue the working relationship. If your work trade term ends after the 10 day trial period, SEI will honor your hours worked by trading credit (equivalent to \$15/hours) off of your workshop tuition for every hour worked in that trial period. However, SEI will charge an additional \$300 fee to cover administrative fees. If your work trade term ends and you choose to NOT apply your hours towards workshop tuition, you may apply your hours worked by trading off of your \$300 deposit.



SOLAR ENERGY INTERNATIONAL

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- **All program participants are required to keep a working log of their hours and activities to be turned in to their staff liaison at the end of each month. At the end of the work term an evaluation is to be completed by each participant, and an exit interview will be conducted with your SEI Staff Liaison.**
- Registration and tuition are subject to the same terms for all participants (including work trade participants). Please read our registration procedure, refund policy and cancellation policy available on our website.
- **Please note that should you cancel any of your Workshops, credit hours are non-transferable (unless approved by SEI) and non-refundable.**

OFFICE GUIDELINES FORM

- Usual office hours are Monday through Friday, 9 –5. All work is to be completed during this time (unless otherwise approved by the SEI staff liaison).
- SEI has a limited number of phone lines, we ask that personal calls are kept to a minimum and long distance calls are done out of the office on a cell phone.
- Due to the overall impact of pets on the office and staff, work traders’ pets are not allowed in the office.
- It is important to stay with the agreed upon schedule for the duration of your work program. If at some point there needs to be a change please consult with your SEI Staff Liaison.

I understand and agree to the above Solar Energy International Work-Trade Policies.

Participant Signature: _____

Printed Name: _____

Dated: _____

Work-Trader Participant Information

Personal Info:

Name:
SEI Position Title:
Start Date:

Current Address (while completing WT):

Telephone Number(s):

Email:

Emergency Contact Info (please provide 2 contacts):

Name:
Relationship:

Emergency Telephone Number

Name:
Relationship:

Emergency Telephone Number:

Please Attach Final Workshop Schedule.

INFORMED CONSENT AND RELEASE OF LIABILITY FORM

In consideration of, and as part of my payment for, the right to participate in Solar Energy International, Inc. (SEI) work-trade program, the use and demonstration of the company property of Solar Energy International and my attendance in associated trainings conducted by Solar Energy International, of Paonia, Colorado, I hereby expressly agree to the following:

- 1 I understand that ALL material/documents that I work on or create while at SEI, are, and will remain the intellectual property that is copyrighted and owned by SEI. Said materials/documents may not be used outside of SEI.
- 2 I recognize that there may be risks inherent in participating in hands-on and office-related work-trade activities. These include, but are not limited to, the dangers associated with electricity, electrical shock, heavy machinery/tool usage, climbing on buildings and ladders, and general manual labor. I have taken the opportunity to discuss with Solar Energy International, Inc. through its staff and directors, any specific concerns I may have regarding the risks associated with the work-trade position. As such, I am aware of the risks involved in the work-trade and workshops that I will be involved in.
- 3 I agree to follow all safety procedures as instructed and expressly accept full responsibility for my wellbeing during the time I am participating in the aforementioned work-trade and workshops conducted by Solar Energy International.
- 4 I agree to assume all risks. I do fully and completely release and discharge Solar Energy International, its board of directors, staff, agents, the workshop host site, tour site hosts, the workshop presenter or the business that the presenter represents, from any liability, damages or injuries, actions, causes of actions or demands of any nature including causes stemming from negligence or non-negligence, which may arise in connection with the Solar Energy International, as a result of any work-trade activities engaged in at Solar Energy International. This includes all travel in any vehicle owned or operated by Solar Energy International, its directors, staff, agents, and instructors.

I have read the above agreement with complete understanding of its provisions.

Dated: _____

Participant Signature: _____

Printed Name: _____

WORK-TRADE AGREEMENT

I, _____, agree to work _____ hours from the start date of _____, until the end date of _____, at the exchange rate of \$15/ hour.

In exchange for this, I will be taking the following classes:

Workshop/Course	Date of class	Price of course	Number of hours

Worktrader Signature

Date

SEI Staff Liasion Signature

Date

'END OF TERM' WORK-TRADE EVALUATION

Thank you for participating in our Work-Trade Program! We really appreciate your hard work and dedication. It is with the help of people like you who really move SEI forward. We sincerely hope that this was a mutually beneficial experience and that you found your experience here with us to be educational and valuable in terms of your personal and professional goals. Please help us improve our work-trade program by honestly answering the following questions. Thanks again. We look forward to having you back for workshops.

- 1 Do you feel you were given the opportunity to work on projects that not only met SEI needs, but also pertained to your own personal interests? Please explain briefly:

- 2 How would you rate the application, placement, and welcoming processes within the work-trade program?

- 3 Do you feel your staff liaison did a good job in welcoming and orienting you to SEI, keeping you busy with interesting projects, clearly communicating with you, and being there to help you with any concerns you may have had? Essentially, were your expectations met?

- 4 What was your lodging and how would you rate it? Was it difficult to come by adequate lodging and if so, did that impact your initiation to SEI?

5 Did you find staff in general to be welcoming and supportive?

6 If your staff liaison wasn't at work or unable to keep you busy, did other staff attempt to help provide you with work. Please provide an example if applicable:

7 What was your favorite aspect/highlight of being an SEI Work Trade participant?

8 What do you feel could be improved upon in regard to the work-trade program? What worked well? Please be specific:

9 If there is follow-up with any of the projects you have been working on, please fill us in here so we can stay up-to-date on any 'unfinished' or 'in-progress' projects you were involved with.

10 If you created any new documents, spreadsheets, Power Points, phone lists, etc. that could benefit SEI, please list them here and describe where they are now located on your SEI computer. Thank you!

11 If you'd like to provide us with any contact information where we can stay in contact with you in the future (we hope to!), please do so here.
