

Pre-Employment Training Program (PETP)

CONTRACTOR CHECKLIST

PAPERWORK DEADLINES

DATE SUBMITTED TO NMFO

To apply, submit the following documents at least four (4) to six (6) weeks prior to the proposed workshop/lecture dates:

- Proposal and application (now one (1) document) _____
- Business mission statement _____
- Instructor(s) resume(s) _____
- Syllabus _____
- Objective: goals for attendees _____
- Copy of CRS-1 registration certification (issued by NM Taxation & Revenue Department) _____

Within two weeks from when application is received by the NM Film Office, the applicant will receive:

- Notification regarding if the application was approved, the contract, and the NM Substitute W-9 form; or _____
- A request for additional information or amendments _____

Meet with Workforce Programs Manager and provide the following information and completed documents:

- NM W-9 state tax form or state vendor number _____
- Verification that the required insurance will be provided (per contract for hands-on workshops or demonstrations) _____
- Resumes and/or contact information for all subcontractors _____
- Copy of handouts/books _____
- Two (2) originally signed EDD contracts _____
- If applicable, description of expendable materials required to conduct training _____
- If applicable, list of equipment needed to conduct training _____

Submit the following to the NM Film Office a week prior to workshop/lecture dates:

- current number of (pre-paid) registrants _____
- applicable certifications and licenses for all instructors (when applicable) _____
- copy of insurance certificate(s) issued by insurance agent per contract naming the state as additionally insured and referencing the workshop _____

Before Lecture or Workshop begins, the contractor or the contractor's designee must verify each attendee has:

- signed roster (template available), received trainee certification form, course evaluation form _____
- met any pre-requisites _____
- provide proof of NM residency (i.e. NM driver's license or state ID) _____
- verify there are no minors attending (workshops) or that minors have guardians (lectures) _____
- paid nominal fee when applicable (use carbon copy receipt book or make copies of checks/money orders) _____

When services are completed, submit the following to the NM Film Office:

- submit Final Roster of attendees _____
- submit trainee certification forms _____
- submit Course Evaluation forms _____
- submit copies of checks/money orders _____
- submit Notarized Claim (provided by Workforce Development Programs Manager) _____
- only if requested, actual receipts of costs incurred _____
- submit or email all handouts and disk of photos (highly recommended) _____