



These worksheets will help you collect and report information that is needed for the Quarterly Progress Report and Reimbursement Request.

Please complete these forms and return them to your Training Funds Account Manager. Contact your Account Manager or call 212-618-6765 with questions.

STEP 1: TRAINEE PROGRESS

- Indicate the progress for each trainee for the appropriate quarter from the drop-down menu.
- "On-track" – successful progress in all enrolled courses in the quarter
- "Off-track" – one or more courses have been dropped and/or a substantial amount of training has been missed. You and your account manager will discuss the progress for each trainee marked "off-track".
- "Dropped" – no longer participating in the Training Funds project. Please be prepared to discuss why the trainee is being removed.

[Click here for QPR Trainee Roster](#)

STEP 2: QUARTERLY COURSE HOURS

- Indicate about the number of hours each course was offered in the quarter.
- A senior executive from your organization must review and sign-off on the information before it is submitted.

[Click here for Course Hours](#)

Contract Start Date (NYC Business Solutions Training Funds Use Only)

1/1/2010

