

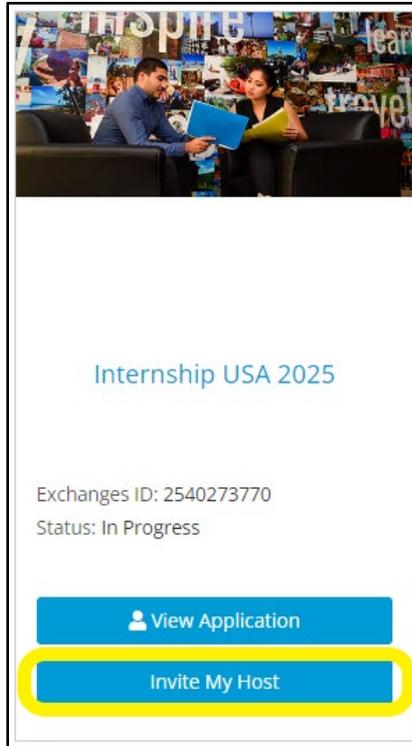
# CIEE Beacon Training Plan Participant User Guide

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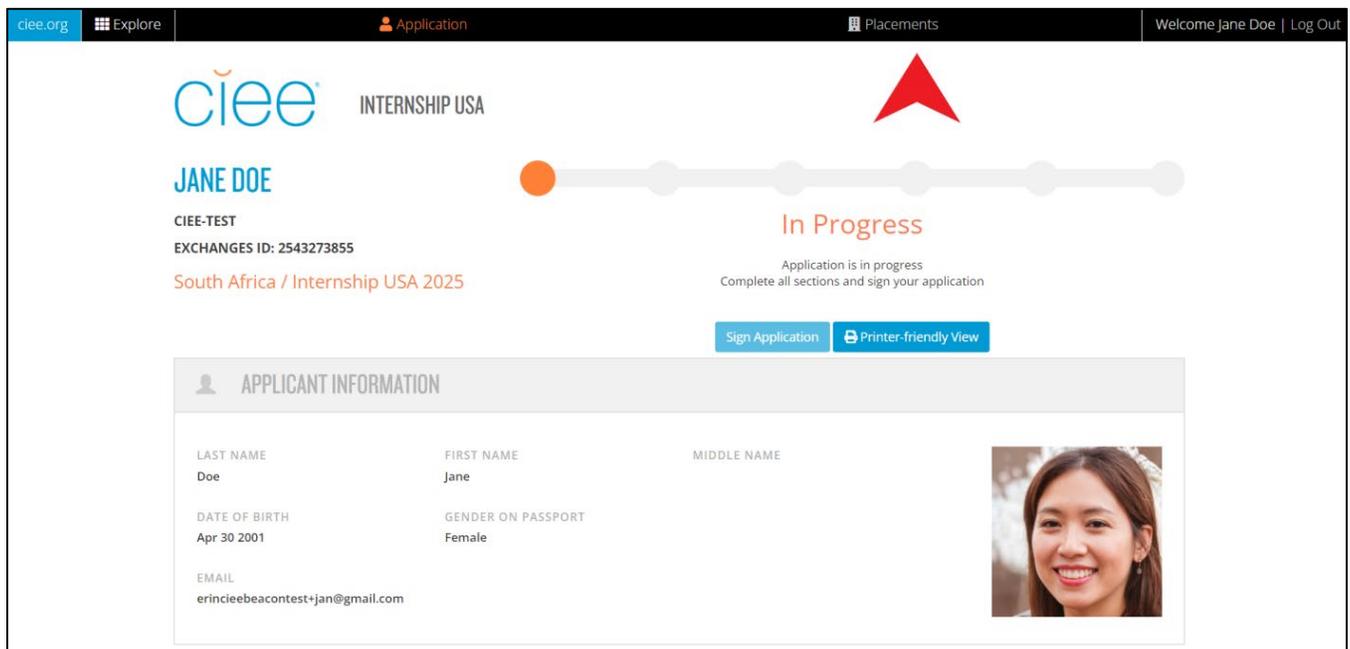
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## Inviting A Host to Complete the Training Plan

1. Once you have confirmed your host and placement information, there are two ways to invite your host to begin the vetting process:
  - a. Click “Invite Host” on your Beacon homepage:



- b. OR, when viewing your application, click the “Placement” tab at the top of the page:



clee.org Explore Application Placements Welcome Jane Doe | Log Out

**clee** INTERNSHIP USA

**JANE DOE**

CIEE-TEST  
EXCHANGES ID: 2543273855  
South Africa / Internship USA 2025

**In Progress**

Application is in progress  
Complete all sections and sign your application

[Sign Application](#) [Printer-friendly View](#)

**APPLICANT INFORMATION**

LAST NAME Doe	FIRST NAME Jane	MIDDLE NAME
DATE OF BIRTH Apr 30 2001	GENDER ON PASSPORT Female	
EMAIL erincieebeatcontest+jan@gmail.com		

2. Enter host organization details:

### INVITE MY HOST Hide

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**Host Organization Details**

Thank you for starting an application with CIEE. Here's what to expect next:

**You and Your Local Representative:** Submit host information and your participant application.  
**CIEE:** Reviews your host information and, pending eligibility, invites you and your Host Organization to a training plan.  
**Host Organization:** Completes and submits a training plan for your review and signature.

Look up an existing host organization. If your host organization does not exist in the system, you may enter it manually. Click the X button to deselect the host Organization.

**\*\* You can search by Company Name**

Search Host

Company or Organization Name...

Host Organization Name \*

How did you find this job? \*

SELECT A SOURCE

Host Organization Website/URL \*

Search for an address \*

Enter a location

- a. Use the “Search Host” drop-down menu to search for an existing CIEE host by company name. Search different variations of your host’s name to make sure they don’t already have a host profile with CIEE.
- b. If you don’t find your host in the search function, enter all relevant host information. Required fields are marked with an asterisk (\*)

3. Enter host contact and position details:

### Host Contact Information

Please provide the employer contact who will be supervising you on this program. CIEE will contact the person for confirmation & invite them to fill out our training plan.

Host Contact First Name \* Host Contact Last Name \*

Host Contact Title Email \*

Phone

+1

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### Your Position

Please provide the below information based on your current understanding of the position.

Title \*

Earliest Start Date \* Latest End Date \*

Submit to CIEE

- a. If your host has already completed a CIEE profile, you can search for contacts already associated with their account or add a new contact!

**Host Contact Information**

*Please provide the employer contact who will be supervising you on this program. CIEE will contact the person for confirmation & invite them to fill out our training plan.*

**\*\* You can search by User Name or Email**

Host Contact

Burl Vin

Host Contact First Name \*

Burl

Host Contact Last Name \*

Vin

Host Contact Title

Human Resources Manager

Email \*

Vin.Burl191865@example.com

Phone

+1

- b. Ensure that the email address for the host contact is spelled correctly. This is what we use to begin outreach to your host, so it is critical this is correct.

4. Save or submit your placement:

**Your Position**

*Please provide the below information based on your current understanding of the position.*

Title \*

Marketing Intern

Earliest Start Date \*

01/01/2025

Latest End Date \*

12/31/2025

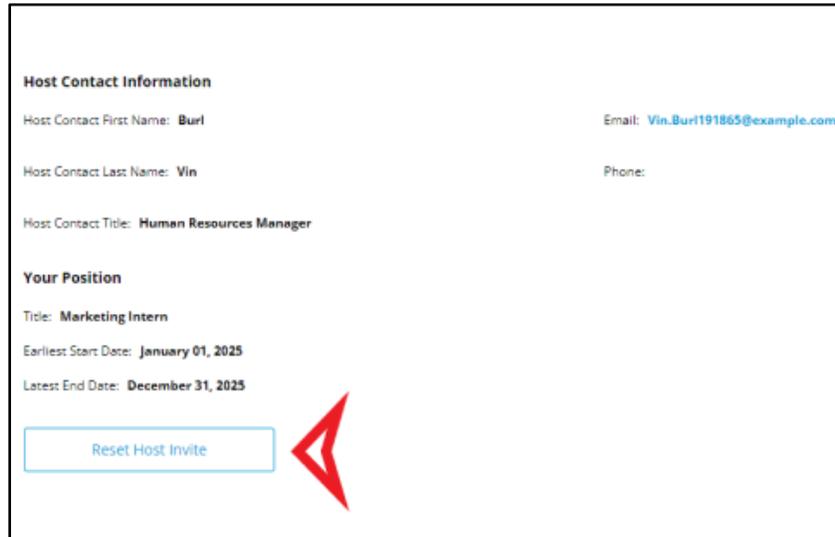
Cancel

Save without Submitting

Submit to CIEE

## Resetting the Host Invite

If you need to enter a new placement, you can reset the host invitation. **Please note that this will cancel any information already entered.**



The screenshot shows a form with the following fields:

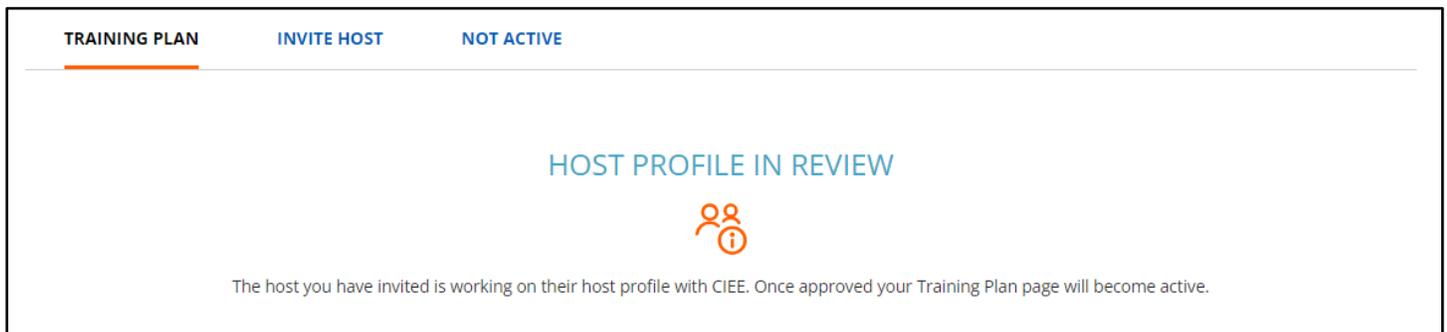
- Host Contact Information**
  - Host Contact First Name: **Burl** (Email: [Vin.Burl191865@example.com](mailto:Vin.Burl191865@example.com))
  - Host Contact Last Name: **Vin** (Phone: )
  - Host Contact Title: **Human Resources Manager**
- Your Position**
  - Title: **Marketing Intern**
  - Earliest Start Date: **January 01, 2025**
  - Latest End Date: **December 31, 2025**

A red arrow points to the **Reset Host Invite** button.

## Accessing the Training Plan

View the training plan via the Placement tab, under “Training Plan”.

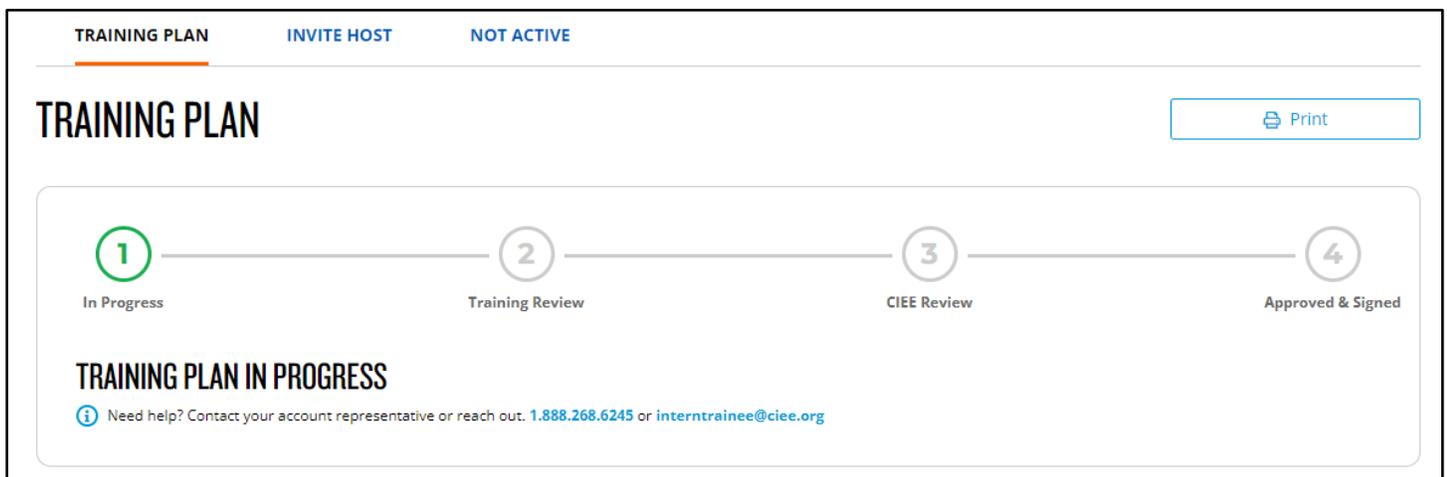
- If your host has not yet completed a profile, you will see this message:



The screenshot shows the 'TRAINING PLAN' tab selected. The main content area displays:

- HOST PROFILE IN REVIEW**
- An icon of two people with an information symbol.
- Text: "The host you have invited is working on their host profile with CIEE. Once approved your Training Plan page will become active."

- If your host has an approved host profile, you will be able to view the training plan:



The screenshot shows the 'TRAINING PLAN' tab selected. The main content area displays:

- TRAINING PLAN** (with a **Print** button)
- A progress bar with four steps:
  - 1** In Progress
  - 2** Training Review
  - 3** CIEE Review
  - 4** Approved & Signed
- TRAINING PLAN IN PROGRESS**
- Text: "Need help? Contact your account representative or reach out. [1.888.268.6245](tel:1.888.268.6245) or [interntrainee@ciee.org](mailto:interntrainee@ciee.org)"

c. Your degree information and other relevant details will be imported from your application:

<b>Jane Doe</b> Participant	<b>Hotel, Motel, and Restaurant Management</b> Field of Study	
<b>South Africa</b> Location	<b>Bachelor</b> Degree / certification	
<a href="mailto:erinciebeacontest+jan@gmail...">erinciebeacontest+jan@gmail...</a> Email	 Phone	

d. If you need to update any of the above information that appears on your training plan, go to your application and update it accordingly. It will then automatically update on your training plan. If your application has already been submitted to CIEE before your training plan is complete, please reach out to your international representative for support.

## Changing the Main Program Supervisor

If you need to change the supervisor assigned to your training plan, you can do so via the “Change Program Supervisor” button:

<b>Pendry Park City</b> Company Name	<b>Hancorn Shoshanna</b> Main Supervisor
<b>Director of People</b> Title	<a href="mailto:Shoshanna.Hancorn183966@exam...">Shoshanna.Hancorn183966@exam...</a> Email
Phone <small>⚠ Required Info</small>	
<a href="#">Change Program Supervisor</a>	<a href="#">Edit Program Supervisor</a>

## Signing the Training Plan

When your training plan is completed and signed by the host organization, you will get an e-mail notification letting you know that it is ready for your review.

- View a summary of your training plan and click on each “Phase” to view details:

### PHASES & PHASE SUPERVISOR

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**What's Phase & Phase Supervisors?**

Training plans should demonstrate a clear progression of skill development. To accommodate this, the DS-7002 allows you to define separate training phases that connect one skill to the next. Shorter programs may require only one phase, while longer programs require more phases.

<b>1</b>	<b>52 Weeks</b>	<b>01 January 2025</b>	<b>31 December 2025</b>
# Phases	Total Weeks	Start Date	End Date

**Phase 1** Completed

**Marketing**

Supervisor: **Hancorn Shoshanna**

Email: **Shoshanna.Hancorn183966@examp...**

Phone: **1234567890**

**Period**

01 Jan 2025 to 31 Dec 2025

When you have read through the training plan and reviewed for accuracy, sign by clicking the prompt in the “Next Steps” section:

<b>Pendry Park City</b> Company Name	<b>Hancorn Shoshanna</b> Main Supervisor
<b>Director of People</b> Title	<b>Shoshanna.Hancorn183966@exam...</b> Email
<b>1234567890</b> Phone	

### NEXT STEPS

The training plan is complete, please review and sign.

[Sign & Submit Training Plan](#)

If any of the information on the training plan is inaccurate, please reach out to your host organization and/or international representative before signing.

CIEE will then review your training plan – you can track actions on your training plan via the progress bar at the top of the page!