

UCBP-T2 (VIP)
(Rev. 3/22/2010)

State of Hawaii
Department of and Industrial Relations
UNEMPLOYMENT INSURANCE DIVISION
VIP

(Business Name)

To:

(Date Given to Business)

Date:

(UI Address based on Claimant's address)

UI Local Office:

(Claimant's Name)

RE:

**CERTIFICATION OF UNSATISFACTORY PROGRESS AND ATTENDANCE
BY TRAINING FACILITY**

§12-5-43(c), Administrative Rules, states “(unemployment) benefits shall be payable for any period in which the trainee demonstrates satisfactory progress and attendance in an approved vocational training or retraining course as determined by the training facility.”

Instructions to Training Facility: Please use one form for each course that the trainee is enrolled in. Distribute a copy of this form to each of the claimant's instructor(s). The instructor must complete and submit this form for any period in which the claimant/trainee named above does not demonstrate satisfactory progress and attendance. The form must be sent to the claimant's local UI office as soon as progress and attendance becomes unsatisfactory.

Name of course: VIP

Is trainee still enrolled and attending training? Yes No

**Period of Unsatisfactory
Progress & Attendance**

**Explanation of unsatisfactory progress & attendance.
If terminated, provide last day attended and explain.**

(Business)

From:

(UI Office)

To:

Certification: By completing the information below, the instructor certifies that the information provided is correct.

(VIP Business Contact)

Instructor's Name: _____

(VIP Business Contact)

Instructor's Signature: _____

Phone: _____

Date: _____