



Workforce Pell – Employer Validation Form

This form verifies that a workforce training program aligns with employer/industry hiring needs and provides the competencies and credentials required for the target occupation.

Institutions should provide this form to an industry-based entity whenever possible. If that is not feasible, the form must be completed by a minimum of three Maine employers with hiring needs related to the target occupation.

Section 1: Institution and Program Information

To be completed by the institution

Institution Name:

Program Title and CIP Code:

Occupation Title and SOC Code (Target Occupation):

Credential Awarded Upon Completion:

Program Competencies

The institution should list the primary competencies that students are expected to demonstrate upon successful completion of the program. Employers should review these competencies before completing the Employer Attestation section. Attach additional pages if more space is needed.

1.

2.

3.

4.



Section 2: Employer or Industry Information

To be completed by the employer or industry representative

Type of Validator

Individual Employer

Industry representative acting on behalf of a group (e.g., industry association, sector partnerships, advisory board, or other employer-led industry groups)

Name of Entity:

Address:

City, State, ZIP:

Website:

Point of Contact:

Email Address:

Geographic Area Served:

Section 3: Employer or Industry Representative Attestation

To be completed by the employer or industry representative

1. Hiring Need

The employer or industry representative confirms a current or anticipated hiring need for the target occupation and would consider hiring qualified graduates of this program for current or future employment opportunities.

Yes No



If Yes: How many workers do you anticipate hiring within the target occupation (listed above) within the next 12 months?

2. Program Credential Verification

Is the credential awarded through this program valued, recognized, or required as part of your hiring process for the target occupation?

Yes No

3. Competency Validation

Do the program competencies listed on this form accurately reflect the knowledge, skills, and abilities required of entry-level employees in the target occupation?

Yes No

By signing below, the employer or industry representative certifies that, to the best of their knowledge, the information provided on this form is accurate.

Printed Name:

Entity:

Signature:

Date: