

**QUARTERLY COMPLIANCE REPORT  
WORKFORCE PARTICIPATION REQUIREMENT**

TIME PERIOD COVERED BY THIS REPORT: \_\_\_\_\_ quarter, \_\_\_\_\_ (calendar year).

This report is submitted quarterly on the 15<sup>th</sup> day of the month following the close of the calendar quarter by employers who employ foreign national workers unless exempt from the workforce participation requirement.

EMPLOYER NAME: \_\_\_\_\_ EMPLOYER NO. \_\_\_\_\_

OFFICE ADDRESS: \_\_\_\_\_

E-MAIL \_\_\_\_\_ OFFICE/CELL PHONE \_\_\_\_\_

FAX NO. \_\_\_\_\_

FULL-TIME WORK FORCE: \_\_\_\_\_ employees; \_\_\_\_\_ citizen/resident \_\_\_\_\_ foreign

EXEMPTION CLAIMED: \_\_\_\_\_ None; \_\_\_\_\_ Fewer than five employees; \_\_\_\_\_ Construction project; \_\_\_\_\_ Incentive exemption; \_\_\_\_\_ Light manufacturing

CITIZEN AND PERMANENT RESIDENT EMPLOYMENT: Please list on an attached sheet – for each citizen and permanent resident employee – the full name (last name first) of the employee, the last four digits of the employee's social security number, the date of hire, the O-NET job classification, and the percentage of work time (100% for a full-time employee and applicable percentages for part-time employees).

**EMPLOYER CERTIFICATIONS:**

If an exemption for fewer than five employees is claimed, the employer certifies that the employer has not had two or more judgments entered against the employer within the two-year period immediately preceding this report; the employer certifies that the employer has been in operation in the Commonwealth for less than three years; and the employer certifies that the employer's business does not involve the handling of food stamps.

If an exemption for a construction project is claimed, the employer certifies that the project is limited to one building or one infrastructure improvement and that the duration of the project is two years or less.

If an incentive exemption is claimed, the employer certifies that the total number of full time "A" List jobs is \_\_\_\_\_ and the total number of full time "B" List jobs is \_\_\_\_\_. On the attached sheet, in addition to the information for each citizen and permanent resident employee, the designation "A" appears for each person who holds an "A" List job and the designation "B" appears for each person who holds a "B" List job. The "A" List and "B" List appear in Part II, Section 2(B) of the Employment Rules and Regulations.

If an exemption for light manufacturing is claimed, the employer certifies that the employer held a waiver of the workforce participation requirement prior to January 1, 2008.

The certifications provided above are material statements pursuant to Section 4963(d) of PL 15-108 and subject to the penalties pursuant to Section 4964(i) of PL 15-108.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer