



**SCHEDULE H2-B  
EDUCATION HOUR CONFIRMATION**

**Please note that credit of hours towards Career Education contract requirements must be approved by the Office of Contract Compliance Services prior to submission of signed Education Hour Confirmation form.**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
MPS CONTRACT AND PROJECT/LOCATION  
(HOURS SHOULD BE APPLIED TOWARD THIS PROJECT)

\_\_\_\_\_  
DATE(S) OF STUDENT EDUCATION PRESENTATION

\_\_\_\_\_  
PRESENTATION SITE

\_\_\_\_\_  
COMPANY REPRESENTATIVE FOR THIS STUDENT EDUCATION PRESENTATION

\_\_\_\_\_  
TIME OF PRESENTATION (FROM – TO)

\_\_\_\_\_  
# OF HOURS TO BE APPLIED TOWARD REQUIREMENT  
**(DOES NOT INCLUDE LUNCH OR TRAVEL)**

LIST ACTIVITIES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL NUMBER OF MPS STUDENTS INVOLVED IN CAREER ED ACTIVITY \_\_\_\_\_

TOTAL ACTIVITY PREPARATION TIME (VENDOR WITH SITE COORDINATOR) \_\_\_\_\_  
**(MUST BE COMPLETED BY SCHOOL SITE COORDINATOR)**

\_\_\_\_\_  
MPS SCHOOL SITE COORDINATOR NAME AND TITLE (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE OF MPS SCHOOL SITE COORDINATOR CONFIRMING HOURS OF COMPANY ATTENDANCE

\_\_\_\_\_  
MPS SITE COORDINATOR EMAIL ADDRESS

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED COMPANY OFFICER

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE NUMBER

This form must be completed and signed by the School Site Coordinator and an authorized Contractor representative. Scan and upload a copy to your Contract Compliance Reporting System (CCRS) file and retain the original signed document in your company compliance records.