

#17-7 Supervisors (MPS & PPS)

Supervisors are assigned by the host and approved by the sponsor to oversee exchange programs and provide participants with adequate and qualified guidance and compliance.

To comply with 22 CFR 62.22(f)(2)(ii), hosts of exchange interns and trainees must provide experienced and knowledgeable staff for ongoing supervision and mentoring. Skilled supervisors should be assigned to the program, provided with sufficient resources and time for check-ins, feedback, and problem-solving.

Here are some key compliance requirements for hosts of FUSIA-sponsored internships and training programs:

Basic knowledge

- Each program requires one Main Program Supervisor (MPS/POC)
- Each phase requires one Primary Phase Supervisor (PPS)
- Each program may have one or more PPS
- PPS who meet the requirements can also serve as MPS
- Hosts may also assign Supporting Supervisors (SS) as needed
- Any changes to supervisor information require immediate reporting to FUSIA and completion of amendment procedures within 72 hours

Duties

- MPS oversees the program, serves as the primary point of contact with the sponsor, and ensures completion of program-related documents and compliance with program rules
- PPS provides direct on-site continuous supervision of participants
- SS ensures continuous on-site supervision and mentoring for compliance

Qualifications (MPS and PPS)

- Both are W-2 employees on the host's payroll
- Both utilize company-assigned email for registration and communication
- Both have the authority to complete and sign program-related documents on behalf of the host
- Both hold a postsecondary-level certificate or degree
- Both have at least 1 year of professional experience
- PPS are full-time employees who work at the same site as the intern(s)
- PPS can supervise a maximum of two participants at a time, unless approved by FUSIA
- PPS must possess a relevant educational background or have a minimum of 2 years of professional experience in the participant's training field

For assistance, contact FUSIA at +1 718 643 0311 ext. 11 (office) or +1 917 244 2600 (WhatsApp chat).

FUSIA is a Department of State Exchange Visitor Program designated sponsor in the J-1 intern category.

