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Immigration Compliance: I-9 Forms

Prerequisites: None
Schedule: Two hour session

Course Objective

To provide human resource professionals, managers, and/or administrative staff with the skills to properly complete the I-9 Form, the required form to verify a new hire's identity and eligibility to work in the U.S.

Participants will learn the basics of each section of the form, documents to accept, and recordkeeping guidelines and best practices. A mock audit exercise will be conducted to enhance understanding of the I-9 process and pitfalls to avoid.

Immigration compliance has received increased attention in recent years from the Department of Homeland Security. Every employer is required to have all new employees complete an I-9 Form as part of the hiring process. Employers who do not properly manage and complete the forms are subject to potential violations and monetary penalties. Is your company ready for an audit by Immigration Customs & Enforcement (ICE)? This course will help employers understand their responsibility to manage the I-9 process. Learn to prevent common errors and make sure you have the knowledge to correctly complete, manage, and retain your I-9 forms.

Discussion Topics

- Overview of the law and agencies that govern I-9 form completion
- How and when to complete an I-9 form
- Who can/should complete the I-9 form
- Recordkeeping requirements and best practices
- Penalties and consequences of I-9 errors and non-compliance with immigration laws
- How to avoid common I-9 administration pitfalls and errors
- Tips for conducting your own I-9 audit
- Overview of the E-verify system