Fermilab

ESH&Q TRAINING ATTENDANCE FORM

Training Information

Course title/# (use complete course number and title) _____

Brief description of training _____

Div/Sect/Center providing training _____

Training Date(s) _____ **Instructor*** _____ **ID#** _____

Time _____ **Location** _____

Student Information

(After name – print Fermilab ID#)

Name (please print)	Division/Section/Center Or Company	Fermi ID#	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Information concerning your rights under the Privacy Act of 1974 is available from the ESH&Q Section.
***Instructors** – Please send this original form to the ESH&Q Section, MS119.

Data Management

Date entered _____ **Class Code** _____ **Signature** _____

Revised 12/2012

ESH&Q TRAINING DATABASE PROCEDURES

The following information is given in an effort to minimize the confusion of how ESH&Q training at Femilab is conducted and recorded. Everyone involved in providing training should read this information to help assure that credit is given for training.

Fermilab Training

When a training class is presented, the following steps should be taken for documentation.

1.   A Training Attendance Form should be filled out completely and correctly by the instructor and the attendees of the class.

2.   The instructor should make any copies of the attendance form that he/she desires.

3.   The Attendance Form should be sent by the instructor to his/her division/section/center data entry personnel.

4.   After training data has been entered into the TRAIN database, the original Attendance Form should be sent to the ESH&Q Section at MS 119.

Revised 12/2012