

TRAINING ATTENDANCE FORM

Training Information

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

Brief description of training _____

Div/Sec providing training _____

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

Time _____ Location _____

Student Information

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

**Instructors – Please send this original form to Professional Development and Learning, MS 107.*

Data Management

Date entered _____ Class Code _____ Signature _____

TRAINING DATABASE PROCEDURES

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 original Training Attendance Form should be sent to Professional Development and Learning at MS 107 to be entered into the TRAIN database.

Revised 1/2020