Training Sign-In Sheet

Course Name (example: 1105, Human Resources*)**:**		
Course Subject (example: FERPA Training**)**:**		
Description (optional):		
Start Date:	**Completion Date** (optional):	
Hours (optional):	**Course Costs** (optional):	**Other Costs** (optional):

Name (print)	Name (sign)	Grade from Facilitator (optional)

* **Course Name** should be the presenting department's GL account number (just the center 4 numbers) followed by the name of the department.

** **Course Subject** should be the subject of the training. For example: *Training titled: "Celebrating the Team"* would be *Subject = "Diversity & Communications Training"*