WestVirginiaUniversity
Office of Research Integrity and Compliance

Individual Training Record

For students and employees: Please make sure to document all training you receive. It is advisable to keep a copy of this record with your PI as well as yourself, and update as often as needed.

Examples of training to be documented: handling, restraint and basic needs of the species you will be working with and specific procedures listed in the protocol(s) (such as surgery, injections, blood collection).

Trainee Name: _____

PI and Protocol Number(s): _____

Trainer Name(s): _____

Date	Description of items (list species)	Trainee initials	Trainer initials	Proficiency achieved?
1/1/18	*Example: Oral gavage and injection techniques (mouse)*	*WV*	AK	*No*
1/2/18	*Example: Oral gavage and injection techniques (mouse)*	*WV*	AK	*Yes 1/2/18*

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