



## Instructions

This form, or one that collects the same information, is required per your contract in the Special Terms and Conditions section on Records Maintenance. It must be filled out by someone from the training program for each class taught and then maintained by your business per contract Terms and Conditions.

**Training Program Name:**

The primary business name of your training program. Depending on your contract, it may be the “doing business as” name.

**Training Program Number:**

Your training program number that appears on approval letters and certificates.

**Course:**

The name of the course as it appears on the certificate (i.e. Orientation and Safety, Core Basic, etc.)

**Date(s):**

The date, or dates, the class was taught.

**Physical Address of Class:**

The location that the class was taught. **Must provide the physical address (including city) on this form.**

**Instructor Name(s):**

The person, or persons, who actually taught the class.

**Student Name, Phone Number, Email Address:**

Contact information **of the students**, not the facility or business for which they work.