



INDIVIDUAL TRAINING ATTENDANCE & REPORTING FORM
(Revised 12/15/09)

This form should be used to record attendance at any “individual” training event, conference, or to request credit for completed college or university courses. **Send completed form to:**

**Division of Juvenile Justice Services Training Center
3522 South 700 West, Salt Lake City, Utah 84119
FAX: (801) 265-7589**

NOTE – Please print clearly and complete all employee information.

<p>Employee Name:</p> <p>Employee Identification Number EIN:</p> <p>Facility:</p>
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For Computer Entry Only EVENT #	Name of Training Event or College Courses Completed Attach necessary documentation	Start Date	End Date	Location	Instructor	Session Hours or Semester Hours

This is an official Division document – falsification is a violation of the JJS Code of Ethics. Keep a copy for your records.