



**GROUP TRAINING ATTENDANCE
& REPORTING FORM**
(Revised 09/15/17)

FOR COMPUTER USE ONLY
Date Entered: _____
Course ID: _____
Class ID: _____

Type of Training (Circle One)	M-Mandatory	N-Non-mandatory			
Name of Training					
Date(s) of Training					
Location					
Time	Start time:	AM	PM	End Time:	AM PM
Length of Training (hours)					
Name (Please Print) First Last		Signature	Facility/ Program	EIN#	Test Score
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
Instructors (Please Print)		Signature	Facility/Program	EIN#	
1					
2					
3					
4					
Approving Signature:			Facility/Program		

**This form must be filled out completely. Keep a copy for your records.
This is an official Division document – falsification is a violation of the JJS Code of Ethics**