**eLEET: Electronic Laboratory Employee Enrichment Toolkit**

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| **Information** |
| Name:       | Section/Lab:       |
| Job Classification:       | Reporting Period:       |
| This record of training must be kept up-to-date by the employee and submitted at the end of each fiscal year by Division or Branch Chief to the Training Coordinator for inclusion in an annual training report and to comply with State and federal regulations covering continuing education. In addition, this training record will become part of your personnel record. It is each employee's responsibility to keep his/her training record up to date. Training includes lectures, workshops, seminars, college courses, grand rounds, conferences, etc.  |
| **Date(s)** | **Training Received** **(Course & course number)** | **Location**  | **Duration of Training** **(Hours)**  | **Sponsoring Organization** | **Earned CEU’s**  |
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**Continuing Education Record**