**ELEET: Electronic Laboratory Employee Enrichment Toolkit**

**EMPLOYEE TRAINING FORM**

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| **Information** |
| Name:       | Section/Lab:       | Test/Method:       |
| Job Classification:       | Trainer(s):       |

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| **Test/Duties/Responsibilities Requiring Training** | **Proficiency Testing Required** |
| **Yes** | **No** |
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| Trainer Signature/Date |  | **/** |  | Chief Signature/Date |  | **/** |  |

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| --- | --- | --- | --- |
| **Specific Training Received** | **Date Completed** | **Trainer’s Initials\*** | **Employee’s Initials\*** |
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| Trainer’s Comments:  |  |
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I hereby attest that I have satisfactorily completed the afore mentioned training related to the performance of my job duties.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Trainee Signature/Date |  | **/** |  |  |  |  |  |
| Trainer Signature/Date |  | **/** |  | Chief Signature/Date |  | **/** |  |

Copies sent to: QA Officer (Training File) Personnel File \* Initials indicate satisfactory completion