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**SUBJECT:                    DOCUMENTATION OF EDUCATION/TRAINING ACTIVITIES**

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**Purpose**

To maintain a centralized educational/training documentation center.

**Procedure**

- I. Each Department Head shall ensure that all training and/or educational activities, in which Facility Services employees participate, are documented by transmitting the following information to Facility Services Personnel office:
  - A. Topic
  - B. Length of training activity (hours, days)
  - C. Date(s) of activity
  - D. Sponsor of activity
  - E. Location of activity (City/State)
  - F. Names of employees attending activity (Authentic signatures are recommended)
- II. The aforementioned information shall be provided to the Personnel Office NO LATER THAN FIVE DAYS AFTER THE CONCLUSION of the education/training activity.
- III. Department Heads shall ensure that two copies of an employee's Certificate of Training, Certificate of Achievement, Training Certificate, CPTP (Comprehensive Public Training Program) Certificate of Completion, CEU's (Continuing Education Units), or any documentation of training completed outside of Facility Services are forwarded to the Personnel Office within FIVE WORKING DAYS OF THE TRAINING ACTIVITY.

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FACILITY SERVICES RECORD OF TRAINING COMPLETED

COURSE/TOPIC: \_\_\_\_\_

DATE OF ACTIVITY: \_\_\_\_\_

LENGTH OF ACTIVITY: \_\_\_\_\_

SPONSOR OF ACTIVITY: \_\_\_\_\_

LOCATION OF ACTIVITY: (CITY/STATE)

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NAMES OF PARTICIPANTS

DEPARTMENT

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