Employee Training Record

Employee name	Job title	Hire date	Department	Employee ID	Supervisor

Training	What it covered	Trainer and qualifications	Date completed	Hours	Passed or evaluated	Certificate on file	Next due	Initials

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Employee name	Job title	Hire date	Department	Employee ID	Supervisor

Training	What it covered	Trainer and qualifications	Date completed	Hours	Passed or evaluated	Certificate on file	Next due	Initials

The trainings above were completed as recorded.

Employee signature _____ Date _____ Supervisor signature _____ Date _____

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Employee Training Record

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