Attachment D: Training Records

It is a requirement of the program that each covered employer maintain training records to cover the period of time each employee is working at SJC. It is preferable the records be maintained in a spreadsheet, but not required, they may be kept in your usual format (individual records, database, log, spreadsheet, etc.) and must be available for audit.

The records shall include the following data:

- Employee Name
- Role/Function
- Employee's Date of Hire
- Employee's First Date at SJC
- Employee's Last Date at SJC
- Date Badge Issued
- Type of Badge
- Date of Orientation Training
- Specific Modules: Date of training for each module
- Specific Modules: Signature of Trainer

Company:

Employee Name	Date Start at SJC	Last Date at SJC	Role / Function	Date Badge Issued	Type of Badge	Date of SJC Orientation	Date of Customer Service	Date of ADA	Signature of Employee	Trainer / Verification