DEPARTMENT TRAINING DOCUMENTATION

Trainee Name: _____

The training coordinator is responsible for maintaining the training program documentation. Each section in the chart below must be initialed and dated by the coordinator upon completion of the specified task.

MODULE	INITIALS & COMPLETION DATE	COMMENTS
Quality System 1		
Quality System 2		
Quality System 3		
Ethics		
Legal		
Social Media		

Section Specific (specify module)	INITIALS & COMPLETION DATE	COMMENTS

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