



The University of Alabama
TRAINING RECORD

Please complete the form below for **each** training course you deliver. All participants must sign-in using the attached sheet. Upon completion of the training, please return the sign-in sheet with this form along with a copy of any accompanying handout(s) and/or PowerPoint presentation(s) to the UA Training Portal (<https://compliance.ua.edu/uas-online-training-portal/>).

Please print or type the requested information.

DATE OF TRAINING:	LOCATION OF TRAINING:
SPEAKER(S)/TRAINER(S):	
ATTENDEES (INDIVIDUALS, NO GROUP AFFILIATION <input type="checkbox"/> / GROUP, NAME BELOW <input type="checkbox"/>):	
TOPIC(S)/SUBJECT(S) COVERED:	
HANDOUT(S) USED? (YES <input type="checkbox"/> / NO <input type="checkbox"/> <i>SUBMIT WITH ROSTER</i>	POWERPOINT PRESENTATION(S) USED? (YES <input type="checkbox"/> / NO <input type="checkbox"/> <i>SUBMIT WITH ROSTER</i>
COMMENTS:	



TRAINING SIGN-IN SHEET

Date:
Topic:
Trainer:

PRINT NAME	SIGNATURE	MYBAMA USER NAME	STATUS <small>(e.g. student, employee, vendor, camper, etc.)</small>



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