



**Form A - Certification of Completion of Training**

**Section 1: Contact Information**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/ZIP Code

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone

**Section 2: In-Person Training Activities (Use this section for attendance physically or by satellite.)**

\_\_\_\_\_  
Training Activity 1 - Sponsor(s)

\_\_\_\_\_  
Training Activity 1 -Topic/Title

\_\_\_\_\_  
Training Activity 1 -Date/Location

\_\_\_\_\_  
Training Activity 1 -Hours Earned

\_\_\_\_\_  
Training Activity 2 - Sponsor(s)

\_\_\_\_\_  
Training Activity 2 - Topic/Title

\_\_\_\_\_  
Training Activity 2 - Date/Location

\_\_\_\_\_  
Training Activity 2 - Hours Earned

\_\_\_\_\_  
Training Activity 3 - Sponsor(s)

\_\_\_\_\_  
Training Activity 3 - Topic/Title

\_\_\_\_\_  
Training Activity 3 - Date/Location

\_\_\_\_\_  
Training Activity 3 - Hours Earned

*(Please use additional pages if necessary.)*

**Section 3: Technology-Based Training Activities (Use this section for computer-based, webinar, DVD, etc.)**

\_\_\_\_\_  
Training Activity 1 - Sponsor(s)

\_\_\_\_\_  
Training Activity 1 -Topic/Title

\_\_\_\_\_  
Training Activity 1 - Completed Date

\_\_\_\_\_  
Training Activity 1 -Hours Earned

\_\_\_\_\_  
Training Activity 2 - Sponsor(s)

\_\_\_\_\_  
Training Activity 2 -Topic/Title

\_\_\_\_\_  
Training Activity 2 - Completed Date

\_\_\_\_\_  
Training Activity 2 -Hours Earned

\_\_\_\_\_  
Training Activity 3 - Sponsor(s)

\_\_\_\_\_  
Training Activity 3 -Topic/Title

\_\_\_\_\_  
Training Activity 3 - Completed Date

\_\_\_\_\_  
Training Activity 3 -Hours Earned

*(Please use additional pages if necessary.)*

**Section 4: Statement of Certification: I hereby certify that I have completed the training outlined above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR CHANCELLOR'S OFFICE USE ONLY**

Received Date: \_\_\_\_\_

Input Date: \_\_\_\_\_

Other: \_\_\_\_\_