



CONFERENCE/TRAINING ATTENDANCE DOCUMENTATION

Employee Information					
Name:			Job Title:		
Department:			Supervisor:		
Program Information					
Title:					
Sponsor:					
Date(s) of Attendance:					
Training Hours					
Total: Adult Hours		Total: Children Hours		Total Hours Combined or General Hours	
Program Description					
Program's Relationship to Job Functions or Clinical Abilities					
Program Review with Department/Supervisor					
Date Shared with Department/Team:				Supervisor Initials:	
Employee Signature:				Date:	
Proof of Attendance					
<p><i>If applicable, please attach copies of certificates, CEUs earned, or anything that would prove your attendance to program. This can include emails, sign-in documents, etc.</i></p>					

Original: Personnel File
 Copy: Employee, Credentialing File

**INSTRUCTIONS FOR USE OF
CONFERENCE/TRAINING ATTENDANCE DOCUMENTATION FORM #3-06.01-D | #497**

Within thirty (30) days of conference/training attendance, the employee attending the training must complete the Conference/Training Attendance Documentation form #497. The employee retains a copy of the form for their records and forwards the original to the Human Resources Department for inclusion in their personnel and credentialing records.

The Conference/Training Attendance Documentation Form #497 must include: the employee's name, job title, department, and supervisor; the name of the conference/training attended; the total number of hours of training attended (breakout hours between adult training hours, children training hours, or general training hours; a brief description of the program content (a copy of the program itinerary or description may be attached if one is available in lieu of writing a description); a brief description of how the program content relates to the employee's current job functions; indication that information learned at the training has been shared with the employee's team and the date the information was shared, with supervisor initial; attached copies of certificates or CEUs earned at the training or any documented proof of attendance; and the employee's signature and date of signature.