



Training Requirement Form

Requirements:

1. Submit to the AOC quarterly (October 15, 2016, January 15, 2017, April 15, 2017, July 15, 2017), the Training Requirement Form listing the employee's name, the name of the training and training hours along with proof of training they have completed. Under this Agreement the training is showing that s/he has met the additional 10-hours of training as required by the *Court Standards* and the topic(s) of the training or coursework completed. Training certificate or letter from Course/Training instructor must accompany this form;
2. If the additional training has not been completed by March 31, 2017, the CONTRACTOR shall submit to the AOC a plan for each employee to achieve the 10 hours of additional training *before* June 24, 2017, and submit the Training Requirement Form when each person completes the 10 hours;
3. If there is no documentation attached to provide proof of course/trainings, then the employee **will not** get credit for the Course/Training they received.

Employee Information

(Please print legible)

Program/Provider's Name: _____

Employee's Name: _____

Training/Course Name	Credit Hrs.	Documentation attached	Comments
		<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	

Signature of Employee

Date

Must have a signature, do not type in name.

For AOC only

Approved on _____ Denied on _____ Notified by Email _____ Phone _____ on _____

Signature of AOC Statewide Program Manager _____ Dated _____