

VALIDATED TRAINING PROGRAM ATTENDEE EVALUATION



Each training course offered shall have each trainee complete the following evaluation at the end of the training course. The completed evaluations must be retained by the Company in paper or electronic format for a minimum of five (5) years. The evaluations are subject to review by the approved proctors and SWR Institute.

Name of the Training _____

Date of the Training Program _____

Name of Instructor(s) _____

Trainee's Name _____

Trainee's Address _____

Trainee's email address _____

Trainee's phone number _____

CHECKLIST FOR THE TRAINEE

Please checkoff that you received each element of the Training Program:

- Overview of the trade (minimum of 1 hour)
- Safety (minimum of 1 hour)
- Material Science (minimum of 1 hour)
- Video or other demonstration (minimum of 1 hour)
- Quality control/Quality Assurance (minimum of ½ hour)
- Plans and Specification overview (minimum of 1 hour)
- Hand on performance of work (minimum of 2 hours)
- Examination/Course Evaluation (minimum of ½ hour)

Trainee's Printed Name _____

Trainee's Signature _____ Date _____