

# Employee Compliance Training Sign-In Sheet

Department: \_\_\_\_\_

Trainer: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Training Topic: \_\_\_\_\_

Location: \_\_\_\_\_

Duration: \_\_\_\_\_

No.	Employee Name	Employee ID	Signature	Time In
1				
2				
3				
4				
5				
6				
7				
8				

## Important Notes

- This sign-in sheet serves as an official record of employee participation in compliance training sessions.
- All attendees must sign in personally to ensure accurate documentation.
- Keep completed sign-in sheets on file for auditing and compliance purposes.
- Double-check that all required fields are filled out legibly.