

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.