

# Online Training Attendance Verification Form

## Compliance Programs

### Participant Information

<b>Full Name</b>	<input type="text" value="Enter full name"/>
<b>Email Address</b>	<input type="text" value="Enter email"/>
<b>Department</b>	<input type="text" value="Enter department"/>
<b>Employee ID</b>	<input type="text" value="Enter employee ID"/>

### Training Details

<b>Course Title</b>	<input type="text" value="Course name"/>
<b>Date of Training</b>	<input type="text"/>
<b>Trainer/Facilitator</b>	<input type="text" value="Trainer/Facilitator"/>
<b>Duration (hours)</b>	<input type="text" value="e.g., 2"/>
<b>Mode of Training</b>	<input type="text" value="Select"/> <input type="button" value="▼"/>

### Declaration by Participant

I hereby confirm my attendance and participation in the above-mentioned compliance training session.

<b>Signature</b>	<input type="text" value="Type your name as a signature"/>
<b>Date</b>	<input type="text"/>

### Supervisor/HR Verification (Optional)

<b>Verified by</b>	<input type="text" value="Name of supervisor/HR"/>
<b>Date</b>	<input type="text"/>

### Important Notes:

- This form serves as formal verification of attendance for online compliance training programs.

- Ensure all information is accurately filled for audit and compliance purposes.
- Falsification of attendance information may be subject to disciplinary action.
- Retain a copy of this verified form for your own records.