

Weekly Compliance Training Attendance Sheet

Department: _____

Training Topic: _____

Week Of: _____

Trainer: _____

#	Employee Name	Employee ID	Position	Date Attended	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Important Notes

- This attendance sheet must be completed for every compliance training session conducted.
- Ensure all employees sign in attendance; unsigned entries may be considered as non-attendance.
- Maintain these records securely for auditing and regulatory purposes.
- Verify employee identification and information for accuracy before submission.
- Any absences or discrepancies should be reported to the compliance officer.