

# Compliance Training Session Sign-In Sheet

Session Title: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

Trainer/Facilitator: \_\_\_\_\_

#	Participant Name (Print)	Department	Signature	Time In
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

## Important Notes

- This sign-in sheet must be completed by all participants at the start of the training session.
- Ensure the accuracy and legibility of each entry for compliance recordkeeping.
- Store completed sheets securely in accordance with company policies and privacy regulations.
- Do not alter or falsify any information after completion of the session.
- Retain sign-in sheets as part of official compliance documentation.