

Employee Training Certification Record Form

Employee Information

Name:

Employee ID:

Department:

Position/Title:

Supervisor:

Training Record

| Training Title | Provider/Instructor | Date Completed | Certificate # | Expiration Date |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |

Employee/Instructor Certification

Employee Signature:

Date:

Instructor/Supervisor Signature:

Date:

Important Notes

- This document provides an official record of all certifications and trainings completed by the employee.
- It should be updated promptly after each new training or recertification.
- Keep this form for compliance and audit purposes; retention requirements may vary by organization or regulation.
- Verify the authenticity of certificates and maintain copies as references.
- Expired certifications must be renewed as required by company policy and regulatory bodies.