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| --- | --- | --- |
| Contractor Name:  | Date:  | Course Title:  |
| PO Number:  | Contract Number:  | Course Finish Date:  |

**Please indicate that the following are attached:**

|  |  |  |
| --- | --- | --- |
| Contractor’s Course Report (original)? | Yes [ ]  | No [ ]  |
| Attendance logs (original)? | Yes [ ]  | No [ ]  |
| Health and safety reports (original)? | Yes [ ]  | No [ ]  |
| Disciplinary reports (original)? | Yes [ ]  | No [ ]  |
| List of training materials used and soft copies of same? | Yes [ ]  | No [ ]  |
| Certification Information Returned to the Training Standards office? | Yes [ ]  | No [ ]  |

**Note:** Failing to return the course documentation and certification information by the due date (**one month after the course finish date**) may result in the application of a sanction on the Contractor.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contractor’s signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |