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

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

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| --- | --- | --- |
| 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 |