



OSH Training Attendance Record

Please submit this form to your supervisor for all training, seminars, conferences, workshops, etc. that you attended but ***did not*** receive a certificate or when there was no training roster. Then send this form to ETTA via email to Jay.Cronley@labor.nc.gov or fax at 919-707-7965 to be entered into the OSH Division Training Records Database. This information will be used to maintain your individual education and training record. ***Please note:*** *If you received a training certificate or signed a roster, it is not necessary to complete this form; just send ETTA a copy of your certificate or a copy of the roster. For ETTA sponsored events, you do not need to send ETTA a copy of the roster.*

Name:

Bureau:

Training Title:

Hours Trained: hours minutes

Date(s) of Training: / / - / /

Location:

Comments

Training Provided by (Check One):

- | | |
|--|--|
| <input type="checkbox"/> NCDOL | <input type="checkbox"/> OSH Division |
| <input type="checkbox"/> USDOL – Federal OSHA | <input type="checkbox"/> Safety and Health Council of NC |
| <input type="checkbox"/> National Safety Council | <input type="checkbox"/> NCSU Industry Expansion Solutions |
| <input type="checkbox"/> OSHA Training Institute (OTI) | |
| <input type="checkbox"/> Other: | |

Supervisor Signature Verification: _____

Date: _____

Revised October 29, 2021

If you have any questions, contact Jay Cronley, at 919-707-7858.