



## 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](mailto: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.*