



## Training Acknowledgment

Employee Name: Pam Granbay Policy/Procedure/Topic Star Services - Uploading  
Trained By: Shayna Groth Date Trained: 2/16/21

I acknowledge that I have received training on the above topic, along with supporting policies, forms and procedures.

I understand that it is my responsibility to adhere to the requirements of the training fully, and if I do not understand my responsibility or need clarification, I will seek immediate assistance from a Home Manager in order to act in accordance with state policy, procedures and company expectations.

I understand that this Training Acknowledgment will become part of my permanent employment record, and that failure to apply the principles I was taught in my training will result disciplinary action, up to and including my termination of employment for failure to follow company policy.

Pam Granbay  
Employee Signature

2/16/21  
Date

Shayna Groth  
Home Manager Signature

2/16/21  
Date

Copy to Employee  
Copy to Employee Personnel File/HR

Star Services- Offline Reporting Review (Uploading Documents, Monitoring Trainings)