



## Training Acknowledgment

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Employee Name: \_\_\_\_\_ Policy/Procedure/Topic: \_\_\_\_\_

Trained By: \_\_\_\_\_ Date Trained: \_\_\_\_\_

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.

  
Employee Signature

  
Date

\_\_\_\_\_  
Home Manager Signature

\_\_\_\_\_  
Date

- ☐ Copy to Employee
- ☐ Copy to Employee Personnel File/HR