



## Training Acknowledgment

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Employee Name: Helen Bates Policy/Procedure/Topic: Star/Budget& Variance  
Trained By: Chassidy Defaille Date Trained: 6/17/21

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.

Helen Bates  
Employee Signature

6/21/21  
Date

Chassidy Defaille- L&D  
Home Manager Signature

6/17/21  
Date

Copy to Employee  
Copy to Employee Personnel File/HR