

Health Information Compliance Alert

Clip And Save Tool: Record Your Employees' Training With This Form

Documenting training could serve you well if auditors come to call.

Don't forget to log each employee's training. By doing so, you create a valuable record of what training your organization provided, who received it and when.

Whether you use it to determine how to apply sanctions or when to schedule follow-up training sessions, the training acknowledgement is an essential component of your security training program.

Use the form below to help you create your own training documentation template.

