

ETP ATTENDANCE ROSTER (SINGLE DAY)

Delivery Method: Class/Lab (1:20 ratio) E-Learning (1:20 ratio) Productive Lab (PL) (1:10 ratio)

Contractor Name:		Roster #:	
Contract #:		Training Site:	Training Date:

Type of Training: (check one based on the Curriculum)			Training Hours:Minutes	
<input type="checkbox"/> Advanced Technology(AT)	<input type="checkbox"/> Computer Skills	<input type="checkbox"/> Management Skills	Start Time:	:
<input type="checkbox"/> Business Skills	<input type="checkbox"/> Cont. Improvement	<input type="checkbox"/> Manufacturing Skills	End Time:	:
<input type="checkbox"/> Commercial Skills	<input type="checkbox"/> Literacy Skills	<input type="checkbox"/> Other: _____	Total Hrs:Min:	:

Course Titles(s):	
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<u>No. of Trainees</u>	<u>Job No.</u>	<u>Trainee Name</u> (Print or Type)	<u>Trainee Signature</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Note 1: Lunch breaks and commuting time are not to be included in the hours/ minutes of class.
Note 2: The ETP trainer to trainee ratio for PL & AT training is 1:10; New-Hire ratio is 1:15; the ratio for all other Class/Lab/E-learning training is 1:20.

Print Instructor Name 1	Print Instructor Name 2
Instructor Signature 1	Instructor Signature 2
Training Vendor Name 1	Training Vendor Name 2

