



## 5.3 Verification of Training Hours

**STUDENT:** \_\_\_\_\_

The student should neatly record the information below: Make sure all boxes are completed including **TOTAL HOURS**. These forms must be submitted to Mrs. Gubing no later than 10 days after the start of a new month. Failure to submit this form in a timely fashion will result in a loss of hours for credit.

|                                    |  |
|------------------------------------|--|
| Job Title                          |  |
| Corporation                        |  |
| Supervisor                         |  |
| Corporate Phone                    |  |
| <b>Month</b><br><b>Total Hours</b> |  |
| Rate of Pay                        |  |
| Gross Pay                          |  |

**Choose one of the following methods to verify your training hours.**

- Attach copies of your weekly paycheck to this sheet, or
- Have your employer report your hours on corporate stationery.

Place the following statement on corporate stationery or billhead:

I verify that \_\_\_\_\_ has successfully completed \_\_\_\_\_ # hours of training and working for the month of \_\_\_\_\_ as a \_\_\_\_\_ (job title).

Signature and Name of Supervisor.