Best Practices: for keeping valid live training attendance

Before the Training

Designate someone to manage the attendance for the training—a workshop or training Clerk, who is NOT an attendee or an instructor. If you want accurate attendance data, you really need someone to take responsibility for it whose attention is not divided!

Make sure that the Attendance sheet is filled out with the needed training information (Title of training, Date and start & finish times of training, number of training hours, instructors/trainers, and location).

> If you have a roster of persons who will be attending the training, then you can prefill their names on the sheet for legibility. You can always write in last minute attendees at the event.
>
> If training lasts longer than one day, then use a separate sheet for each session. Title them <Name of Training> Day 1, <Name of Training> Day 2.
>
> Print as many copies of the sheet as you will need.

Make sure your LMS System Supervisor has a Requirements tracker or Module for the training in the system, so that the attendees can have the completed training showing in their online Transcript. The completed attendance sheets should be sent to the LMS System Supervisor for your area as soon as possible after the event.

During the Training

Have your Workshop or Training Clerk and the supervised attendance sheet be at a table near the entrance of the training space. The Clerk should be present before, during, and after the training to remind anyone coming or going to sign in or out, and to make sure that the attendees are putting legible and accurate time data on the sheet.

After the Training

Send the completed attendance sheets to the local LMS System Supervisor who will use the sheet to enroll and mark complete all attendees in the Tracker or Module for the training, so that the training will show up on the attendees training transcript in the LMS.

Pathways Learning and Development
Attendance Sign-in Sheet

WORKSHOP TITLE:

Date & Time(s): **Total Training Hours:**

TRAINERS: **LOCATION (full address):**

Name: (Must be legible to receive credit for attendance!)	**Organi-zation**	**Email address**	**Sign-in Time**	**Signature In**	**Sign-out Time**	**Signature Out**	**License** (SW – Social Worker, PC - Counselor)	**Degree** (MA, BS, etc)

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