



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	
Month Total Hours	
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.