

Training Checklist and Affidavit

This form is to be used for Each and Every training on a site to create a record showing that all trainings meet the Current ANSI/ACCT Standards, and are properly documented.

Current Operations Management Standard this training is trying to address is:

Chapter 2 Training Standards B.3.6. *The Organization shall have a system in place for training staff and volunteers in necessary skills and competencies, beyond those skills of initial employment, and all training shall be documented.*

Documentation and Attestation

The following documentation will need to be attached to your Operation Accreditation Application and future Operation Accreditation Reviews:

___ Trainer Qualification: You will need to attach qualifications for each trainer involved in this training.

___ Syllabus: You will need to attach your Training Syllabus for this training.

___ Roster: By checking off, you are attesting that you have this document AND it including supporting information meeting B.2.1 of the ANSI/ACCT Chapter 3 Training Standards

The following you are attesting that these documents are available should you be asked to produce them as a part of your review.

___ Accommodation ___ No ___ Yes (Explain on a separate document what the modifications were and keep with this training's documentation)

___ Skills record: By checking off, you are attesting that you have a Skills Record for each individual listed on the roster available for this training.

The trainer for the training concluding on the date below and at the location listed below, do attest that the training provided, and the documentation attached meet all of the ANSI/ACCT Chapter 3 Training Standards at the time of the training.



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In-House Vended

Training Name/Title _____

Date(s) of Training: _____

Time Spent on Training(may include testing): _____

Trainer Signature: _____ Trainer Name: _____

Employer: _____

Date: _____ Location: _____

Standard in use: _____