

<b>Course Name:</b>		
<b>Department:</b>	<b>Instructor:</b>	
<b>Name (Print clearly)</b>	<b>OSU ID Number</b>	<b>Date of Training</b>

Each course must have an outline that describes the specific material covered in the training. Any handouts, references to web-based information, quizzes, or other materials used in the course should also be kept on file. This information must be available for review during audits and inspections.