

Sample : Must be on company stationary or include company name, address, phone, and email.

Agency name: _____

Agency address: _____

Date(s) of Training: _____ Agency phone: _____

Instructor name(s): _____

Type & Hours of Training: Check or list only one training type. If submitting documentation for more than one training, you must complete a separate submission packet for each training, including a separate cover letter and evaluations. Please keep in mind that Pro-ACT and Pro-ACT Restraint Certification are separate trainings, each with their own certification, requiring separate renewal documentation.

14-hour Pro-ACT

4-hour Pro-ACT Restraint Certification

Advantage plus 7-hour Pro-ACT (requires Advantage cert)

7-hour Pro-ACT Refresher

2-hour Pro-ACT Restraint Refresher

Participant List (please type first and last name):

- | | |
|---------|----------|
| 1 _____ | 9 _____ |
| 2 _____ | 10 _____ |
| 3 _____ | 11 _____ |
| 4 _____ | 12 _____ |
| 5 _____ | 13 _____ |
| 6 _____ | 14 _____ |
| 7 _____ | 15 _____ |
| 8 _____ | 16 _____ |

Please Note: As stated on page 3 of the In-service Instructor Agreement, Pro-ACT, Inc. recommends classes of 8-12, with a recommended maximum of 16 in any In-service Training workshop, regardless of the number of In-service Instructors in attendance. Larger class sizes make adequate supervision difficult and potentially unsafe.

Ink or electronic signatures required

In-service Instructor Signature(s):	Date:
_____	_____
_____	_____

Sponsor Name:	Date:
_____	_____

Sponsor Signature: *(The Sponsor on this form MUST match the Sponsor on the In-service Instructor Agreement.)*

Submission: Upload documentation to each In-service Instructor's Profile at www.proacttraining.com. To be considered complete, documentation must include a cover letter plus one evaluation for each participant listed. Documentation for training that used Advantage e-Learning must include a cover letter plus one evaluation and one Advangtage Certificate of Completion for each participant listed.

