

# Documentation of Workplace Violence Prevention Training

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This form should be completed for each workplace violence prevention training course.

1. Title of course: \_\_\_\_\_

2. Length of course (in hours): \_\_\_\_\_

3. Training dates and times: \_\_\_\_\_  
\_\_\_\_\_

4. Objectives of the education program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Name, title and qualifications of instructor(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Description of content of education program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of person completing this form: \_\_\_\_\_

Name of person completing this form (please print clearly): \_\_\_\_\_

Title: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date and time of completion: \_\_\_\_\_ AM/PM

**NOTE:** Attach the following information to this sheet:

1. Names and job titles of all persons attending the training sessions
2. Written evaluation of the course content by attendees
3. Written materials distributed or shown to attendees.

Cal/OSHA requires that this form and attachments be retained for at least one year. In addition, CDPH licensing regulations require that orientation and competency validation must be documented in the employee's file and be retained for the duration of the individual's employment.

