

CERTIFICATION PASS TRAINING - ATTENDANCE SHEET

Instructions: Please mail or fax a copy of this attendance sheet to the Division and to CTAA as indicated in the legend. Retain the original copy for your files. Contact the Division of Public Transit if applicable driver certificates are not received within 45 days of submitting the Attendance Sheet to CTAA.

Original Instructor
 Copy Stephanie Smith, CTAA, 10th Floor, 1341 G Street, NW, Washington, DC 20005; FAX : 202-737-9197
 Copy Christina Risk, Division of Public Transit, Capitol Complex, Building 5, Room 906, Charleston, WV 25305; FAX: 304-558-0174

Certification PASS Training Class

Day 1: DATE: _____

Instructor(s): _____

Date(s) of Training: _____

Agency: _____

Street: _____

City: _____ Zip _____

Email Address: _____

Location of Training (Name): _____

Street: _____ City _____ Zip _____

Agency(ies) trained: _____

Please Print legibly

	NAME	AGENCY NAME	AGENCY ADDRESS	CITY	AGENCY PHONE #
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Certification PASS Training Class

Date(s) of Training: _____

Location of Training (Name): _____

Street: _____ City _____ Zip _____

Agency(ies) trained: _____

Day 2: DATE: _____

Instructor(s): _____

Agency: _____

Street: _____

City: _____ Zip _____

Email Address: _____

Please Print legibly

	NAME	AGENCY NAME	AGENCY ADDRESS	CITY	AGENCY PHONE #
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					