

PASS TRAINING RECERTIFICATION - 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

☐ **One Day Recertification Training Class**

Recertification Training Date: _____

Instructor(s): _____

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					
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