

Educational Course Attendance Verification

Safety & Buildings Division
 201 W Washington Avenue
 P O Box 7082
 Madison WI 53707-7082
 Phone: (608) 261-8467

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

Instructions: Print all information clearly. Press hard so that the information is transferred to all three copies. Information contained in all areas must be filled in by Attendee so hours attended are correctly credited to your credential. Information contained in the shaded areas will be provided to you by the course instructor. The Course Password is evidence that the Attendee was present for the entire course or successfully completed the course and will not be given out until the end of the course. Return the white and yellow copies (marked DIVISION and COURSE PROVIDER) to the instructor. Retain the pink copy marked ATTENDEE for at least five years. Instructors will mail the white copy (DIVISION COPY) to address above or file attendance information online.

Attendee's Name (Last, First, Middle Initial):	Course Title/Name:			
Customer Id number:	City Course was Held in:	Course Password:	Course ID #:	Course Date (mo/dy/yr):
Cannot process without this number				
Street Address or PO Box:	List the Name of Each Credential Held by Attendee			
City, State and Zip Code + 4:				
Daytime Telephone Number (include area code):				
Attendee's Signature:				
	DECLARATION: I believe that the information given on this form is true. I realize that a misstatement could result in disciplinary action under Comm S.10, Wis. Adm. Code.			

Credit hours obtained at least 90 days prior to the expiration date of a credential apply as credit to the current credential period. Credit hours obtained less than 90 days to the expiration date of a credential are applied as credit to the next credential period.

SBD-9142 (R.11/08)

White-Division, Yellow-Course Provider, Pink-Attendee