

# UCI

## COMPLETION RECORD FOR CONTRACTOR ADMINISTERED TRAINING

**Name** \_\_\_\_\_

**Assigned Organization** \_\_\_\_\_ **Social Security No.** \_\_\_\_\_

Course No.	Course Title/Other Training Method	Start Date	End Date

**Purchase Order (PO)/Contract Number** \_\_\_\_\_

**Contracting Company Name** \_\_\_\_\_

**Subcontracting Company Name**  
(if applicable) \_\_\_\_\_

**Contractor Manager Name** \_\_\_\_\_

*Please Print*

*I certify that I have successfully completed this training.*

**Contractor's Personnel** \_\_\_\_\_

*Signature*

*Date*

*I certify that the above named person has successfully completed this training.*

**Contractor Manager** \_\_\_\_\_

*Signature*

*Date*

*I acknowledge that the above named person was given the opportunity to ask questions.*

**Sandia Manager or Delegate :** \_\_\_\_\_

*Signature*

*Date*

**INSTRUCTIONS FOR PROCESSING:**

**Contracting Company:**

1. Ensure completion of the form
2. Retain a copy for your records
3. Provide the original to your employee
4. If the agreement is a:  
Human Resource Staff Augmentation contract (the Staffing Requisition originated in Human Resources), have your employee submit a copy to the **Sandia Manager**. It is required that initial ES&H Awareness (ESH100) and Computer Security Training (COM100) be reported.  
Otherwise, have your employee submit the original to the **Sandia Delegated Representative**.

**Sandia Delegated Representative (SDR):**

1. Ensure that the Sandia Manager acknowledged by signing this form
2. Ensure input into the Training and Employee Development System (TEDS)
3. Retain the form

**Sandia Manager or Delegate:**

1. Answer questions the contractor's personnel may have
2. Acknowledge by signing this form
3. Ensure input into TEDS
4. Retain the form