



TRAINING TRACKER SUBMISSION FORM

Daily sign-in sheets must be attached and include host local, course date, course name, instructor name, participants' first and last names, and participants' date of birth. Course description and instructor biography may be attached as separate documents. Email completed form to tracking@iatsetrainingtrust.org.

TODAY'S DATE	CONTACT NAME	LOCAL UNION
EMAIL		PHONE
COURSE DETAILS		
INSTRUCTOR NAME		INSTRUCTOR LOCAL
INSTRUCTOR EMAIL		INSTRUCTOR PHONE
COURSE TITLE		TYPE OF TRAINING
COURSE DATES	COURSE LENGTH	HOURS
NUMBER OF STUDENTS		
TRAINING VENUE AND ADDRESS		HOST LOCAL
COURSE DESCRIPTION		
Significant learning experiences and outcomes. Please fill in your answers to each question below.		
WHAT IS THIS COURSE ABOUT?		
WHAT WILL COURSE PARTICIPANTS LEARN IN THIS COURSE?		
HOW DOES THIS COURSE RELATE TO CRAFTS REPRESENTED BY THE LOCAL IN THE ENTERTAINMENT AND EXHIBITION INDUSTRIES?		
INSTRUCTOR BIOGRAPHY		
PLEASE INCLUDE THE INSTRUCTOR'S PROFESSIONAL BACKGROUND, EDUCATION AND EXPERIENCE, AND RELEVANT CERTIFICATIONS THAT MAKE THEM SUITABLE TO TEACH THIS COURSE FOR YOUR LOCAL UNION.		