REPORT OF COMPLETED FACE TO FACE TRAINING

This report must be completed and submitted to the Registrar at the completion of all face to face training session, especially when certificates or diplomas are distributed.
This is vital to ensure that *i*TEE University maintains accurate records. Please be prompt in completing and filing this report!

Name of Training

Start Date

End Date

If this is a standard *i*TEE University course or training, please describe it accurately.
If this is a new training that has not been conducted before, discuss with the Registrar

Location of Training

Country*

City* (*name of nearest city with an international airport*)

Facilitator*

Co-Facilitators (if any):

Class Roster

Title	First Name*	Last Name*	E-mail	Mobile phone	Gender (M/F)	Completed* class?	Previous iTEE Global training?

* = required information

Notes:
"Title" would be such as "Dr." or "Mr." or "Madam" etc. This field is optional.
"First Name" is the individual's given name or personal name. One or more names may be listed.
"Last Name" is the family name or surname. For countries in which it is common to use the family name first, please be careful to enter this in the "Last Name" field.
In case a person uses only one name, it should be filled in twice, in both "First Name" and "Last Name."

The e-mail address is optional. If one is available, it should be supplied. If no address is available, the person should still be listed.
In the future, it will be necessary for them to have an e-mail address before they can complete any on line training.
Each e-mail address must be unique. Do not list the same address more than once. If several people share an address, list it with just one and leave the others blank.

The mobile phone number is optional. If one is available please list it including country code.

For gender indicate Male or Female.

For "Completed class" indicate either Yes or No, whether the student completed the training to an acceptable level of performance.

Under "Previous training," indicate whether this person has ever completed any training conducted by *i*TEE Global in the past (whether on site or on line).
If they have not, leave this field blank.