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| Best Practice Recommendations: | * Record training in this log as it occurs, to ensure completeness and accuracy of the data. Make any necessary corrections with a single line through and initial and date each correction. * This log need not include training that is documented by a completion certificate or other written documentation. * The site study staff member listed on each line should sign with full signature to verify that the training has been completed. * Number each page and maintain this log in the Essential Documents Binder, behind the Clinical Research and Study Training tab. (Synonyms for this binder include Investigator Binder, Regulatory Binder, Investigator Site File [ISF], and Study File.) * Store pages in reverse chronological order, with the newest pages of the log placed at the front of the section. * At the conclusion of the study, identify the final page of the log by checking the box in the footer. |

# Training Log <<STUDY>>

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| Investigator Name: | Protocol: | Site Number: |
| Trainer Printed Name | Trainer Signature | Type of Training (circle one)  In person, web, self-led |

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| Printed Name | Signature | Title of Training | Date of Training |
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