

WAC 296-823-12015 Maintain training records. (1) You must maintain training records for three years from the date of the training.

(2) You must include the following information in your training records:

- (a) Dates of the training sessions;
- (b) Contents or a summary of the training sessions;
- (c) Names and qualifications of persons conducting the training;
- (d) Names and job titles of all persons attending the training sessions.

(3) Provide these employee-training records upon request for examination and copying to any of the following:

- (a) Employees;
- (b) Employee representatives.

Helpful tool:

Training documentation

A training documentation form is provided for your use in the resource section of this chapter.

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050. WSR 15-23-086, § 296-823-12015, filed 11/17/15, effective 12/18/15. Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050, and 49.17.060. WSR 03-09-110, § 296-823-12015, filed 4/22/03, effective 8/1/03.]