Careers Program – Bay College
Student Time Sheet (Trainee Verification Report)

This is your record of training. Complete and submit this form each month. Failure to do so will affect your grade. This form must be signed by you and your trainer. **Use hour and half-hour time increments only.** 192 training hours are required each semester. Keep a copy of this report for your records.

Date:	Number of hours spent in on-site training:	Date:	Number of hours spent in on-site training:

Total Number of Training Hours in This Report: _____

Student: _____

Training Site: _____

Signature of Trainer: _____

Return Original Copy to: Brady Nelson, Office of Career Preparation, Bay College, Escanaba, MI 49829. Fax: 906-789-6924

OFFICE USE ONLY

Total Hours	Payment Amount	Vendor Number	Account Number

Payment Approval: _____ *(Careers Program Coordinator)*