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| **SUPPORTING DOCUMENTS**  **Computer Professionals, Inc.** | **Document Code :** FO-TR-IT-07 | |
| **Section:** 12.0 Customer Training  18.0 Employee Competence Development | **Issue No. :** 1 | **Revision No.:** 1 |
| **Title** : Receiving Copy of Training Documents | **Effective Date:**  17 April 2013 | |

**Note:** *Print this page only when adding / amending / deleting a document. If using this document as a record, this Revision History page can be omitted.*

**REVISION HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Issue no | Revision no | Date | Description of Changes | Reason for Revision | Revised by |
| 1 | 1 | 17 Apr 13 | - Add revision history page | - Recommendation from Stage 2 audit | CMRojas |
| 1 | 2 | 26 Jan 16 | - Updated CPI Logo | -Based on ISO review | DRFortea |
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TM-BR-MG- 11 Rev00, 05302012

**RECEIVING COPY OF CLASS CARDS AND TRAINING CERTIFICATES**

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| **Date:** |  |
| **To :** |  |

Received from Computer Professionals, Inc. the following:

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| **TRAINEE NAME** | **DESCRIPTION** | **TRAINING DATE** | **GRADE** | **RANK** |
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Signature over Printed Name / Date