



# Oklahoma Department of Corrections Training Course Roster

Course: Professionalism 101

Course Codes: DOC 503 / CLEET 12-3606

Training Credit: 3 hours

Activity Code: \_\_\_\_\_  
(To be filled out by Training Officer)

Thank you for completing this course. Please print, complete the information below, scan and email the completed form to your training officer and supervisor. All information is required.

Date: \_\_\_\_\_

Are You CLEET Certified?  Yes  No

CLEET Certification Number: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Per DOC Policy 100101, Section 8B, "At no time will an employee or trainer sign or initial the roster for another employee." Actual dates of the training will be recorded on the rosters and in the COR ELM Oracle system. Employees who falsify training dates may face disciplinary actions

Date Received by Training Officer: \_\_\_\_\_

Date Entered in PeopleSoft-ELM: \_\_\_\_\_