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| **ALBERTA** | INSTRUCTOR CHECKLIST |
| DATE OF COURSE | **LOCATION** | **NAME OF COURSE** | **INSTRUCTOR** | **COURSE LOCATION CONFIRMED** | **ATTENDEES CONFIRMED** | **FORMS SENT** TO OFFICE \*(SEE BELOW) | **OFFICE****PROCESSES FORMS** | **OFFICE SHIPS SUPPLIES** | **CLASS SET-UP / CLASS ATTENDANCE TAKEN** | **INSTRUCTOR COLLECTS COMPLETED FORMS \*\***(SEE BELOW) | **INSTRUCTOR RETURNS** **FORMS AND CLASS ATTENDANCE LIST TO OFFICE** |
| **DATE** | **INITIALS** | **DATE** | **INITIALS** | **DATE** | **INITIALS** | **DATE** | **INITIALS** | **DATE** | **INITIALS** | **DATE** | **INITIALS** |
| FOR OFFICE USE ONLY |
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|  **\* 1. Time off \*\* 1. In Lieu Voucher** **2. Travel/Hotel 2. Personal Expense Form** **3. Supply Requirements** |

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