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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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