

**MassHire: Living the Brand – Training Documentation Form**

The purpose of this form is to certify that all employees of your local area’s Workforce Board and Career Centers have completed a facilitated *MassHire: Living the Brand* training session.

**Training Date(s) and Locations**

Please fill in the date, location, and name of your MassHire facilitator. If you offered multiple training days and times, please indicate so below.

|  |  |  |
| --- | --- | --- |
| **Facilitator** | **Date** | **Location** |
| [Insert name of training facilitator] | [Insert date of training] | [Insert location of training] |
|  |  |  |
|  |  |  |

**Notes** (optional):

**Assurances**

I confirm that all local Workforce Board staff have participated in the *MassHire: Living the Brand* training.

Signed, Click here to enter a date.

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*Workforce Board Director* Workforce Board

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name (printed)*

I confirm that all Career Center staff employed by my region’s Career Center have participated in the *MassHire: Living the Brand* training.

Signed, Click here to enter a date.

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*Career Center Director* Career Center

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name (printed)*

I confirm that all Career Center staff employed by my region’s Career Center have participated in the *MassHire: Living the Brand* training.

Signed, Click here to enter a date.

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*Career Center Director* Career Center

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*Name (printed)*