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| **Training Acknowledgement** |

**SRF-TRAIN (Common/STP traveler)**

Step 1. Enter Trainee Name (look up SRF user names)

Step 2. Enter Project Name (Optional, so common can be tracked too)

Step 3a. Enter Traveler ID (maybe pull down?)

Step 3b. Enter Traveler Rev

Step 3c. Enter Training Description, including sub-specialty (open comment field)

*or*

Step 4a. Enter Training Title (open comment field)

Step 4b. Enter Training Rev (open comment field)

Step 4c. Enter Training Description (open comment field)

Hold Point. Trainee Name (May not be required, but nice to have)

Step 5. Supervisor confirms competency listed above is verified.

Supervisor Closes Traveler (this creates authentication of record)