

TRAINING ACKNOWLEDGEMENT

TRAINING TYPE

- ☐ New Employee ☐ Review ☐ New Procedure ☐ Corrective
☐ Training Company: Adriana's Insurance

COURSE TOPIC

- ☐ Dialpad ☐ Call Center ☐ Commercial ☐ Customer Service
☐ DMV ☐ ITC ☐ LAE ☐ HR
☐ Attendance ☐ Company ☐ Licensing ☐ Sales
Punctuality Guidelines
☐ Safety ☐ Underwriting ☐ Internal Forms ☐ Money Reports
☐ Communication ☐ Orientation ☐ Credentials ☐ Timesheets/ Payroll

Topics	Topics

I, _____, acknowledge that I received training and understand the information regarding the above mentioned topics.

Instructor Name: _____
Instructor Signature: _____
Date: _____

Agent Name: _____
Agent Signature: _____
Date: _____

Adriana's