

# Civil Rights Training Tracking Form

11/2023

Local agencies are responsible for tracking and ensuring that all staff review the **Civil Rights Training** at least once every Federal Fiscal Year (October 1 – September 30). All new staff must complete Civil Rights training within six (6) months of hire. This form can be used to track training completion and should be signed by each staff person once the training has been completed. Individual staff signatures are required for verification and auditing purposes.

## Agency Name: Fiscal Year:

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| **Staff Name** | **Staff Signature** | **Review Date** |
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