



PARTICIPANT EDUCATION TIME SHEET

Class Schedule and Time Sheet must be submitted every two weeks to receive participation credit.

Customer Name:		In class Participation:		Work Activity Code:			
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Vocational Education <input type="checkbox"/> Satisfactory Attendance at a <input type="checkbox"/> Secondary School, GED or <input type="checkbox"/> Certificate			
School Name:		Online Participation:					
		<input type="checkbox"/> Yes <input type="checkbox"/> No					
	Day	Date	Credit Hours	In Class Hours	Homework Hours	Holiday Hours	Excused Hours
Week 1	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
Total Weekly Hours		XXXX					
Week 2	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
Total Weekly Hours		XXXX					
Total Week 1 & 2		XXXX					
Total Time:							

Participant and educational training provider certify, by their signatures, that the hours entered on the JOBS Education Timesheet match the student's actual hours of attendance as well as supervised and unsupervised homework.

Signature of Customer:		Date:
Signature of Trainer/Supervisor:		Date:
Phone Number:		
<input type="checkbox"/> Phone Verification	<input type="checkbox"/> Document Inspection Completed	Source:
Signature of Employment Specialist:		Date:

<input type="checkbox"/> Hours verified	Time Entered:	CODE Entered:
DOS Signature:		Date:
Review Auditing Purposes	<input type="checkbox"/> Hours verified 2nd Verifier Initials:	Date: