



# Westchester-Putnam Workforce Board

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## APPROVED TRAINING REGISTRATION AND PROGRESS REPORT

Training Facility: \_\_\_\_\_

### Trainee's Information:

Name: \_\_\_\_\_ NY #: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Training Information:

Course Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Cost: \_\_\_\_\_

### Monthly Progress Report

Attended Training: Yes \_\_\_\_\_ No \_\_\_\_\_ Date Dropped: \_\_\_\_\_

Qualifies for Refund? \_\_\_\_\_ If yes, amount \_\_\_\_\_

Is the trainee making acceptable progress in the training? If not, please explain:

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

### Verified by:

\_\_\_\_\_  
*Training Provider Representative*

\_\_\_\_\_  
*Trainee's Signature*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

### Please mail or email to:

**Victor Avendano, Program Specialist**

White Plains Career Center, 120 Bloomingdale Road, White Plains, NY 10605, [vaa3@westchestergov.com](mailto:vaa3@westchestergov.com)

For questions call: (914) 995-3924

