

# ***Employee Training Assignment Record & Request Form.***

**Date Requested by employee:** \_\_\_\_\_

**Date Approved by employer:** \_\_\_\_\_

**Dealership Name:** \_\_\_\_\_

*All required training, whether at home, off-site or at the Dealership, shall be compensated at the employee's hourly rate of pay.*

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Course Name:** \_\_\_\_\_ **Course #:** \_\_\_\_\_

**Manufacturer Time to Complete:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

**Course Name:** \_\_\_\_\_ **Course #:** \_\_\_\_\_

**Manufacturer Time to Complete:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

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**Manufacturer Time to Complete:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

*Training time that is not required by the Dealership will not be paid by the Dealership.*

***Section 11. Training:*** *All Apprentices and Journeymen will be afforded manufacturer training in order to progress or stay current in their job duties or job classification.*