

T.A. WOODS COMPANY
Employee Training/Certification Agreement
 (Rev 10-2020)

I, _____, as an employee of T.A. Woods Company will receive training and/or certification entitled _____.

This will be conducted on (dates)_____. This document should be submitted to Human Resources 4 weeks prior to the start of training for reimbursement purposes if applicable.

The following provides an explanation of the related expenses to be paid by T.A. Woods Company:

Expenditure	Expense
Tuition	_____
Training Materials	_____
Examination(s)	_____
Training Wages	_____
Certification/License Fees	_____
Accommodations	_____
Other	_____

Total	_____

****Receipts substantiating the reimbursement costs listed above should be attached to this document or provided after training at the direction of HR.**

It is understood and agreed upon this training and/or certification will or has been paid in by T.A. Woods Company when the class, training, or certification is satisfactorily completed. Under certain conditions, in the event the employee resigns or employer discharges for cause within one year of training and/or certification, the employee will be expected to reimburse the employer on a monthly pro-rated schedule through payroll deduction or other viable means. If this condition applies it will be discussed and recorded as such.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

____ submitted to HR
 ____ reviewed by HR
 ____ approved/denied