|  |
| --- |
| **ULSTER COUNTY PERSONNEL DEPARTMENT**244 Fair Street, PO Box 1800, Kingston, New York 12402-1800Main: (845) 340-3550Exam Hotline: (845) 334-5454Fax: (845) 340-3592 |
| **PATRICK K. RYAN** |  | **SHEREE CROSS** |
| *County Executive* | *Personnel Officer* |
|  | **JAMES FARINA** |
|  | *Director of Employee Relations* |

**Mandatory Training 2021**

**Attestation Form**

The Ulster County Policy requires all County Employees to complete Mandatory Training every year. By signing and returning this Attestation Form to the Personnel Department you are confirming that you have completed your training for 2021 which consists of:

* The Mandatory Annual Training videos for 2021

Your signature confirms the completion of the program as well as your understanding of the components of the policies, your obligations to abide by the policies and that you know where to find the policies if you have any questions. At any time, questions can be directed to the Personnel Department.

NAME PRINTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Once you have completed the training program, please return this Attestation Form to the Personnel Department: Attn: Cortney Moshier.

\*\*\* If you do not return this form, you will not get credit for completing the Mandatory Training for 2021.

\*\*\*\*Training must be completed by Friday October 29, 2021.