Bucks County Community College
Department of Public Safety Training and Certification

1760 South Easton Road
Doylestown, PA 18901
Ph: 215.340.8417
Fax: 215-343-6794

Course Instructor's Report

(Separate report for each Instructor)

FSC: Name of Course:	Name of Instructor:
Complete Address where course was held — including building name, street, city, and zip code.	

Attendance

Date	**Time Started	**Time Ended	Number Enrolled	Number Dropped	Number Absent	Number Present

Certification

I certify that the above report is true and correct and that I conducted hours of training.

Signature of Instructor: Employee Number:	Address:

Document Check List	Submitted	Attached	To Follow
Contract:			
Enrollment Forms:			
Evaluation Forms:			
Roll Sheet(s):			
Travel Expenses:			

"Time Started", "Time Ended", and "Total Hours" must match contract. If not Contact Bucks County Community College Dept of Public Safety Training & Certification.

Total Hours	Rates Hours	Total Pay	Check #

Course Supervisor:	Date Report Received: