

Tel: (315) 437-3717  
Fax: (315) 437-8053

6563 Ridings Rd.  
Syracuse, NY 13206

**INSTRUCTOR / TRAINER  
PACKET OF REQUIRED FORMS**

**PLEASE PHOTOCOPY AND USE A SET OF  
FORMS FOR EACH CLASS**

**IMPORTANT INSTRUCTIONS**

**FORMS TO BE SUBMITTED WITH INVOICE:**

Form 1 - **INVOICE** for reimbursement. **INVOICE MUST HAVE ORIGINAL  
INSTRUCTOR OR TRAINING DIRECTOR SIGNATURE**

**INVOICES MUST BE SUBMITTED TO ELIZABETH CONRAD BY THE  
MIDDLE OF THE MONTH FOLLOWING THE CLASS.**

Form 2 - **SIGN-IN / ATTENDANCE ROSTER**

**HAVE STUDENTS SIGN-IN ON FORM  
ORIGINAL SIGNATURES OF STUDENTS ARE REQUIRED**

Please be sure of proper, legible documentation for submission for grant reimbursement  
as well as completion of certification cards.

**MULTIPLE SESSION COURSES MUST HAVE A SEPARATE SIGN-IN  
SHEET FOR EACH SESSIONS**

Form 3 - **STUDENT EVALUATIONS** completed by all students attending  
and submitted with invoicing **OR** kept on file at your office  
readily available to the Grant Manager upon request.

**FORMS TO BE SUBMITTED ONE TIME FOR FILES:**

Form 4 - **COURSE CURRICULUM** completed and submitted with Invoice  
(This information is only submitted **ONCE** and kept of file)

Form 5 - A Resume for all Instructors must be on file with the CEA office. Either  
submit a prepared Resume or complete the **RESUME FORM**  
provided in this packet.  
(This information is only submitted **ONCE** and kept on file)