

A provider applicant's verification of training must include the following elements:

- The applicant's name
- The topic of the training session
- The date of the session
- The length of the session
- The name, address, and phone number of the entity or person who provided the training
- College course description and corresponding transcript if applicable
- A manual or electronic signature of the trainer or designee of the training organization or certificate to verify the person's completion of the session(s). A transcript may be substituted for a signature to verify college coursework.