



# Regional Orientation Completion Form

Complete all fields below for any staff who have completed virtual Regional Orientation, submitted all necessary forms/paperwork and are to be paid.

Please note: you may submit multiple staff on the same form, **but you should not hold on to one staff's paperwork waiting for more to submit at once**. This form should be completed in a timely manner once the employee has completed virtual Regional Orientation to ensure they are paid as soon as possible.

| Name (First, Last) | EE ID # | Position | Facility/Program | Date Completed | On or Off Duty? |
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Educator/designate name: \_\_\_\_\_ Work Site: \_\_\_\_\_

Educator/designate signature: \_\_\_\_\_ Date: \_\_\_\_\_