Recordkeeping for worker training is required under the [Worker Protection Standard](https://osha.oregon.gov/OSHARules/div4/div4W.pdf) (WPS).

According to the WPS, agriculture employers are required to document each worker’s training and maintain that documentation for two years from the date of the training. Documentation should include all of the following:

* The trained worker's printed name and signature.
* The date of the training.
* Information identifying which EPA-approved training materials were used.
* The trainer's name and documentation showing that the trainer met the requirements of [170.401(c)(4)](https://osha.oregon.gov/OSHARules/div4/div4W.pdf#d170401) at the time of training.
* The agricultural employer's name

Below is a sample form for workers.

|  |
| --- |
| Farm Name |
| Trainer |
| Qualifications (Circle): Certified Applicator Train the Trainer Designated by State |
| WPS Training Materials Used |
| EPA Approval Number |
| Workers Name (printed) | Workers Name (signed) | Date |
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WPS Trainer Form (3/2019)