FTCC
**CONTINUING EDUCATION CLASS VERIFICATION REPORT**

| Program Code: | | | | | |  | | | | | | | Contract: | |  | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course Title: | | | |  | | | | | | | | | | | | | | | |
| Instructor: | |  | | | | | | | | | | | | | | | | | |
| Location: |  | | | | | | | | | | | | | | | | | | |
| Date Visited: | | |  | | | | | | | | Time Visited: | | |  | | AM/PM: | |  | |
| Date Course Began: | | | | | | |  | | | | | | | Date Course Ends: | | |  | | |
| Day (s)/Times: | | | | |  | | | | | | | | | | | | | | |
| Number of Students Registered: | | | | | | | | | | | |  | | | | | | | |
| Number of Students Present: | | | | | | | | | |  | | | | | | | | | |
| Attendance Roster Checked: | | | | | | | | | Yes  No | | | | | | | | | |
| If no, explain: | | | | | |  | | | | | | | | | | | | | |
| Instructor’s Comments: | | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | |  | | | | | | | | | | | |
| Observer’s Comments: | | | | | | | |  | | | | | | | | | | | |
|  | | | | | | | |  | | | | | | | | | | | |

| Observer’s Signature: | | |  |
| --- | --- | --- | --- |
|  | | |  |
| Title: |  | | |
|  |  | | |
| Instructor’s Signature: | | |  |
|  | | |  |
| Date: | |  | |