

Student File Checklist

Program level and dates:

Name or initials

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Program:

Syllabus agreement/receipt (signed)

Grades

Cognitive evaluations

Psychomotor evaluations

Affective evaluation/s

MiOSHA training documentation-including N95 fit-test

Vaccination records

Record of student denial or removal from program

Clinical records (meets minimum hour requirement)

Instructor Records

Instructor and course evaluations

Certificate of completion

Notes: