

## Preliminary Training and Educational Plan for Employees

<b>Applicant Name</b>	
<b>Applicant Business Name</b>	

***Document Attachment Area in Accela Citizen Portal: Step 3: Attachments > Documents***

*Step 1:* After reaching “Step 3: Attachments > Documents” in the application, click “Add” to upload each attachment relevant to your application.

*Step 2:* Once all attachments have been uploaded, click “Actions” next to each uploaded file to assign the relevant attachment type.

**Training and Education Plans:**

A plan to provide training and education to all employees upon the start of their employment and on an annual basis that includes three (3) topics relevant to the specific license type. Plans may include, but are not limited to workplace safety, workplace hygiene, respectful workplace practices, or a related topic identified by the applicant. *Character Limit: 4,000 for each topic*

Topic 1:

Topic 2:

Topic 3: