Form I-9 & Compliance Online Training
Human Resources
Rev. October 2013
Course Content

1. Course Objectives
2. Immigration Reform and Control Act of 1986
3. Requesting Documentation for Form I-9
4. Filling out the Form I-9
5. E-VERIFY
6. Penalties for non-compliance
7. Contact Information
8. Participation Acknowledgement
9. Course Evaluation
Course Objectives

Upon completion of this training, the participant will:

• Be able to complete, update, and verify information on a Form I-9
• Be able to locate the new Form I-9
• Be aware of penalties associated with non-compliance
• Understand Drury’s policy regarding the completion of the Form I-9 and the use of E-VERIFY
• Be certified as an official university representative and authorized to complete Sections 2 and 3 on behalf of Drury University once the Participant Acknowledgement form is received by the Human Resources Department.

Please note that completion of this training in no way substitutes a thorough review of Form I-9 instructions and the Handbook For Employers (M-274) provided by the Department of Homeland Security at: 
The Immigration Reform and Control Act of 1986 (IRCA)

- To comply with the law, employers “must verify the identity and employment eligibility of each person hired, complete and retain a Form I-9 for each employee and refrain from discriminating against individuals on the basis of national origin or citizenship.” *(U.S. Citizen and Immigration , M-274 Rev. 04/30/13, p. 1)*
The law requires Drury as an employer to:

1. Ensure that your employees fill out Section 1 of the Form I-9 when they start to work;
2. Review document(s) establishing each employee’s identity and eligibility to work;
3. Properly complete Section 2 of the Form I-9;
4. Retain the Form I-9 for 3 years after the date the person begins work or 1 year after the person’s employment is terminated, whichever is later; and
5. Upon request, provide Forms I-9 to authorized officers of the Department of Homeland Security (DHS), or the Office of Special Counsel for Immigration Related Unfair Employment Practices (OSC) for inspection.
Who must complete a Form I-9?

ALL employees must complete Section 2 Form I-9 **within 3 days** of beginning work. This includes:

- Regular staff employees
- Regular faculty members
- Adjunct faculty members
- Temporary staff employees
- Student employees
- Graduate Assistants
Who Should Complete the Form I-9?

Only designated university representatives should complete Section 2 on behalf of Drury University. To become a designated university representative, a Drury employee must complete this on-line training and submit the Participation Acknowledgement form to the Human Resources department.

A special exception is made for remote adjunct faculty: Section 2 of the Form I-9 may be completed by a Notary Public and submitted by mail from the adjunct faculty member. However, the notary MUST sign and complete Section 2 on the Form I-9 and view the original documents just any other university representative. Remote Hires are addressed later in this presentation.
When a Form I-9 Must Be Completed—Timing is Everything!

- Section 1 of the Form I-9 must be completed at the time of hire—when the employee begins working. Section 2 must be fully completed within 3 business days of the hire.
- The employee must present an ORIGINAL and unexpired document to establish both his/her identity and employment eligibility. Some documents establish both identity and employment eligibility. These are found in List A on the back of the Form I-9. Other documents establish only an employee’s identity (List B) and others only an employee’s employment eligibility (List C). Any ONE document from List A will satisfy both requirements. However, if the employee does not produce one of the documents from List A, he or she must produce two documents: one from List B and one from List C.
*Please note that we may not specify which documents an employee must produce. You may suggest what others have presented in the past, but it is important that you refer the employee to the Form I-9 to review which documents are acceptable. You must make them aware that any document or combination of documents that meets the minimum requirement will suffice. We may not accept additional documentation. (For example, if an employee presents a social security card and a U.S. passport - we will review only the U.S. passport because this meets the requirement.) Collecting additional documentation from some employees and not others could be viewed as a discriminatory practice and should be avoided.
New Form I-9 (Rev. 03/08/13)

The Form I-9 was updated in March, 2013

All documents must be UNEXPIRED. This includes U.S. Passports and List B documents with an expiration date. The new form is available at: http://www.uscis.gov/sites/default/files/files/form/i-9.pdf

You must always photocopy the front and back of the Form I-9 so that the employee may view List of Acceptable Documents.
Form I-9  
Section 1

Notes

- Section 1 must be completed and signed and dated by the employee. The university representative must review this Section to ensure that the employee has completed each field correctly and completely.

<table>
<thead>
<tr>
<th>1</th>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Doe</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>113 Main Street</td>
<td>1</td>
<td>Washington</td>
<td>DC</td>
<td>10000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>Email Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01/01/1960</td>
<td>000-00-0000</td>
<td><a href="mailto:john.doe@email.com">john.doe@email.com</a></td>
<td>(202) 123-4567</td>
</tr>
</tbody>
</table>

| 4 | I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. |

<table>
<thead>
<tr>
<th>5</th>
<th>I attest, under penalty of perjury, that I am (check one of the following):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ A citizen of the United States</td>
</tr>
<tr>
<td></td>
<td>□ A noncitizen national of the United States (See instructions)</td>
</tr>
<tr>
<td></td>
<td>□ A lawful permanent resident (Alien Registration Number/USCIS Number)</td>
</tr>
</tbody>
</table>

| 6 | An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): 02/28/2015. Some aliens may write "NA" in this field (See instructions). |

<table>
<thead>
<tr>
<th>7</th>
<th>For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Alien Registration Number/USCIS Number: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60</td>
</tr>
<tr>
<td></td>
<td>2. Form I-94 Admission Number: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8</th>
<th>County of Issuance:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9</th>
<th>Foreign Passport Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 10 | Some aliens may write "NA" on the Foreign Passport Number and Country of Issuance fields. (See instructions) |

<table>
<thead>
<tr>
<th>11</th>
<th>Signature of Employee: John Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date (mm/dd/yyyy): 06/30/2013</td>
</tr>
</tbody>
</table>
Form I-9
Section 2

Refer to the List of Acceptable Documents when completing Section 2. Record the title of the document, the issuing authority, document number and expiration date (if any) of the document.

The date that the employee started work should also be completed on every form. This section should be signed and dated by a representative of the University that has completed this online training.

### Form I-9 Section 2

#### Section 2. Employer or Authorized Representative Review and Verification

Employers or their authorized representatives must complete and sign Section 2 within 3 business days of the employee’s first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as noted on the “List of Acceptable Documents” on the last page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

| Employee Last Name, First Name and Middle Initial from Section 1: |
|---|---|---|---|
| **List A** | **OR** | **List B** | **AND** | **List C** |
| Identity and Employment Authorization | Document Title | Document Title | Document Title | Document Title |
| Issuing Authority: | Document Title | Document Title | Document Title | Document Title |
| Document Number: | Document Title | Document Title | Document Title | Document Title |
| Expiration Date (if any): | Document Title | Document Title | Document Title | Document Title |

**Certification**

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

*Signature of Employer or Authorized Representative*

*Date (mm/dd/yyyy)*

*Title of Employer or Authorized Representative*

---

*Last Name (Family Name)*

*First Name (Given Name)*

*Employer’s Business or Organization Name*

*Employer’s Business or Organization Address (Street Number and Name)*

*City or Town*

*State*  

*Zip Code*
When you sign Section 2 you are certifying **UNDER PENALTY OF PERJURY** that you have viewed the **ORIGINAL** documents, that the document(s) appear to be genuine, relate to the employee named on the Form I-9 and that, to the best of your knowledge, the named employee is eligible to work in the United States. No field in Section 2 should be left blank. You should include your title, the date and Drury University’s name and Springfield address (900 N. Benton).
# List of Acceptable Documents for Section 2

Note that documents from List A satisfy both identity and employment eligibility requirements.

However, if an employee does not present a document from List A, one document from EACH List B and List C must be presented.

**NOTE: All documents must be unexpired.**

Drury’s policy is to photocopy the front and back of the documents presented and attach them to the Form I-9. All Form I-9s are retained at the Springfield campus in the Human Resources Department.

The DHS has examples of all documents on this list. They can be viewed at:

http://www.uscis.gov/files/nativedocuments/m-274.pdf
# Form I-9
## Section 3
### Updating and Existing Form I-9 and Re-verification

#### Updating an Existing Form I-9

This section may be used when a former employee is rehired, provided that the original Form I-9 was completed less than 3 years prior to the re-hire date AND the employee is still eligible to be employed on the same basis as previously indicated. The re-hire date should be indicated and the university representative will sign and date this section. The employee will need to complete field A if his or her name has changed. The employee is responsible for contacting Human Resources to determine whether the original Form I-9 may be used.

#### Re-verification of Form I-9

If an employee's work authorization is nearing expiration while he or she is an employee, he or she must re-verify employment eligibility by producing an original document that indicates that the employee is eligible to work in the United States. This will be a document from EITHER List A OR List C. That document number and expiration date (if any) must be recorded. Identity does not need to be re-established. The university representative will sign and date the form.

### Section 3. Reverification and Rehires

(To be completed and signed by employer or authorized representative.)

<table>
<thead>
<tr>
<th>A. New Name (if applicable)</th>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>B. Date of Rehire (if applicable)</th>
<th>mm/dd/yyyy</th>
</tr>
</thead>
</table>

| C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below. |
| Document Title: | Document Number: | Expiration Date (if any) | mm/dd/yyyy: |

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative:</th>
<th>Date (mm/dd/yyyy):</th>
<th>Print Name of Employer or Authorized Representative:</th>
</tr>
</thead>
</table>
E-VERIFY

- Effective January 1st, 2009 Drury is mandated by state law to use the federal work authorization program called E-verify in addition to completion of the Form I-9.
- Like the form I-9, the E-verify process must be completed within three days of hire.
- Because of this requirement, all satellite campuses and remote hires will be required to fax a copy of the Form I-9 to the Human Resources department at 417-873-6987 so that E-verify can be processed immediately.

NOTE: This does not replace the need for the original form and copies of documents to be mailed to HR for our records.
Penalties for Non-compliance: A Balancing Act

Ensuring the identity and eligibility of employees to work must be balanced with concern for equity and uniform practices.

It is unlawful to treat individuals differently by requiring additional or specific documents on the basis of national origin or citizenship status.
Penalties for Non-compliance: Unlawful Employment and Unlawful Discrimination

**Federal Penalties** for hiring or continuing to employ unauthorized aliens:

1. First offense: Not less than $375 and not more than $3,200 for each individual;
2. Second offense: Not less than $3,200 and not more than $6,500 for each individual;
3. Subsequent offenses: Not less than $4,300 and not more than $16,000 for each individual.
Penalties for Non-compliance: Failing to Comply with Form I-9 Requirements

Failure to properly complete and retain Forms I-9 may result in fines of not less than $110 and not more than $1,100 for each individual with respect to whom such violation occurred. Errors made prior to 3/15/99 are subject to fines not less than $100 and not more than $1,000 for each individual.

The most common errors on the Form I-9 include:

- Form was completed after the third day of employment
- No employment date indicated

Some other errors might include:

- No signature from a university representative in Section 2
- Citizenship status not checked by employee in Section 1
- Employee writing in his or her date of birth in the signature date line rather than the date he or she signed the form
**All Forms I-9 will be reviewed in Human Resources. Incomplete or incorrect forms will be returned to the university representative to complete or correct.**

Please review Section 1 to ensure it has been fully and correctly completed by the employee. Make sure that you have completed all required information on Section 2- including the start date.
Remote Hires

When an employee is teaching an online course, does not live in the area, and is unable to bring in original documentation in for a certified university official to view, he or she may bring the Form I-9 to a Notary Public for completion. The notary then becomes the acting university official, acting on behalf of Drury University to certify that the documentation appears to be legitimate. The form should be faxed to the HR office at 417-873-6987 and the original should be mailed.
Remote Hire

- THE NOTARY WILL NEED TO COMPLETE SECTION II OF THE FORM I-9.
- A DRURY UNIVERSITY EMPLOYEE WILL NEED TO COMPLETE THE REMOTE HIRE NOTARY INSTRUCTION FORM (BELOW) AND PROVIDE THE REMOTE HIRE NOTARY FORM INSTRUCTION SHEET TO THE EMPLOYEE.

[Remote Hire Notary Form Instruction Sheet]
REMOTE HIRE NOTARY NOTICE FORM INSTRUCTION SHEET

Instructions for the Form I-9

We are asking you to act as our representative to examine the identification papers for a new Drury University employee. Because the U. S. Citizenship and Immigration Services (USCIS) requires us to verify the right of our employees to work in the United States, we are asking you to serve as our representative in this matter by examining the individual’s paperwork for us and completing certain sections of the attached USCIS Form I-9.

Please find the attached Form I-9, the Remote Hire Notary Notice Form. Verify that the employee has completed Section 1 of the Form I-9 prior to completing Section 2. The employee must present appropriate documentation of their identity and eligibility to work in the U.S. as given on the “List of Acceptable Documents” on the second page of the Form I-9.

The employee may present either,

- Any one document from List A or
- Two documents, one from List B (identity) and one from List C (eligibility).

The section that we need you as our representative to complete is “Section 2. Employer Review Verification.” There are spaces indicating which document, or documents were presented to you and their associated information. This includes, the document title, issuing authority, document number and expiration date (if any). Please note: view only original documents; faxes, photocopies, and laminated Social Security cards are unacceptable documents.

We also need you to complete the Certification section of the Form I-9. The employment start date has been provided to you on the Remote Hire Notary Notice Form. Please complete the Certification section as follows:

- Enter the employee’s date of hire (see Remote Hire Notary Notice Form).
- Sign, print your name and date in the designated fields.
- If a notary, place the notary seal on the Remote Hire Notary Notice Form or attach a Notary Certificate to the documents.
- Attach a photocopy of the front and back of the documents the employee has presented to you.
- If you have questions or concerns regarding the completion of the attached documents, please contact the Drury University representative listed on the Remote Hire Notary Notice Form.
REMOTE HIRE NOTARY NOTICE FORM

EMPLOYEE INFORMATION:

NAME: LAST__________________________ FIRST________________________M.I._________

DRURY UNIVERSITY- THIS SECTION IS TO BE COMPLETED BY THE HIRING DEPARTMENT ONLY

DEPARTMENT CONTACT
LAST, FIRST NAME______________________________________________TITLE ________________________________________________________PHONE (_______)_______________________________________________

EMPLOYEE’S DATE OF HIRE
   (THIS DATE MUST BE ENTERED INTO THE CERTIFICATION SECTION OF THE FORM I-9 BY THE AGENT ACTING ON BEHALF OF DRURY UNIVERSITY, SO IT MUST BE COMPLETED WHEN THE EMPLOYEE PRESENTS IT TO THE NOTARY).

DEPARTMENT CONTACT SIGNATURE ____________________________ DATE

THIS FORM MUST BE COMPLETED AND GIVEN TO THE AUTHORIZED AGENT BEFORE THE FORM I-9 IS COMPLETED. THIS WILL ENSURE THAT THE DATE LISTED HAS BEEN VERIFIED BY THE HIRING DEPARTMENT. DEPARTMENTS PLEASE ATTACH THE COMPLETED FORM WITH ORIGINAL SIGNATURE AND DATE TO THE HUMAN RESOURCES DEPARTMENT.
Example 1: Completed I-9 with *List A* Document

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<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Title:</strong></td>
<td><strong>Document Title:</strong></td>
<td><strong>Document Title:</strong></td>
<td><strong>Document Title:</strong></td>
<td></td>
</tr>
<tr>
<td>U.S. Passport</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Document Number:</strong></td>
<td><strong>Document Number:</strong></td>
<td><strong>Document Number:</strong></td>
<td><strong>Document Number:</strong></td>
<td></td>
</tr>
<tr>
<td>123456789</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expiration Date of Document:</strong></td>
<td><strong>Expiration Date of Document:</strong></td>
<td><strong>Expiration Date of Document:</strong></td>
<td><strong>Expiration Date of Document:</strong></td>
<td></td>
</tr>
<tr>
<td>07/14/11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Certification**

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy) 03/01/2013 (See instructions for exemptions.)

---

<table>
<thead>
<tr>
<th>Employer's Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drury University</td>
<td>900 W. Benton Ave</td>
<td>Springfield</td>
<td>MO</td>
<td>65802</td>
</tr>
</tbody>
</table>
### Example 1: Completed I-9 with *List B & C* Documents

#### Section 2. Employer or Authorized Representative Review and Verification

(Executives or their authorized representatives must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date. If any.)

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver License</td>
<td>Social Security Card</td>
<td>U.S. Passport</td>
</tr>
<tr>
<td>Missouri</td>
<td>Missouri</td>
<td>Missouri</td>
</tr>
<tr>
<td>812-345-6789</td>
<td>55555555</td>
<td>55555555</td>
</tr>
</tbody>
</table>

**Expiration Date**

- **Driver License**: 12/31/13
- **Social Security Card**: 12/31/13
- **U.S. Passport**: 12/31/13

**Employee's First Day of Employment**: 1/1/13

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**Certification**

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

**Signature of Employer or Authorized Representative**

Drury University

**Employee's Business or Organization Address**

900 N. Benton Ave, Springfield, MO 65802

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**Employer's Business or Organization Address**

Drury University

**City of Town**

Springfield

**State**

MO

**Zip Code**

65802
Example: Remote Hire Notice Form

DRURY UNIVERSITY REMOTE HIRE NOTARY NOTICE FORM

EMPLOYEE INFORMATION:

NAME: LAST: Doe FIRST: John M.I.: E

DRURY UNIVERSITY - THIS SECTION IS TO BE COMPLETED BY THE HIRING DEPARTMENT ONLY

HIRING DEPARTMENT CONTACT (Notary may contact this individual if he/she has any questions)

LAST, FIRST NAME: Ponder, Crystal

TITLE: Employment Specialist

PHONE: (417) 873-7379

EMPLOYEE’S DATE OF HIRE: 10/31/13 (THIS DATE MUST BE ENTERED INTO THE CERTIFICATION SECTION OF THE FORM I-9 BY THE AGENT ACTING ON BEHALF OF DRURY UNIVERSITY).

Crystal Ponder 10/23/13

Drury Department Contact Signature Date

THIS SECTION IS TO BE COMPLETED BY NOTARY PUBLIC (OR AGENT)

State of: Iowa

County (and/or City of: Des Moines

I, Jane A. Smith, (name of notary), a Notary Public in and for said state, do certify that on 10/23/13 (date) I carefully examined and photocopied the attached facsimile of driver license and birth certificate (documents) and the facsimile I now hold in my possession. The document(s) presented by the above named employee appear to be genuine and to relate to the employee named.

Stamp or Seal: Notary Public
Example: Completed Remote Hire I-9

```
Section 2. Employer or Authorized Representative Review and Verification

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee’s first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the “List of Acceptable Documents” on the next page of this form. For each document you review, record the following information; document title, issuing authority, document number, and expiration date, if any.

Employee Last Name, First Name and Middle Initial from Section 1:
Doe, John E.

<table>
<thead>
<tr>
<th>List A OR List B AND List C</th>
<th>Identity and Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Document Title: Driver License</td>
</tr>
<tr>
<td></td>
<td>Issuing Authority: Iowa</td>
</tr>
<tr>
<td></td>
<td>Document Number: 12-245-12789</td>
</tr>
<tr>
<td></td>
<td>Expiration Date (if any): 12-1-13</td>
</tr>
<tr>
<td></td>
<td>Document Title: Birth Certificate</td>
</tr>
<tr>
<td></td>
<td>Issuing Authority: Missouri</td>
</tr>
<tr>
<td></td>
<td>Document Number: 101314</td>
</tr>
<tr>
<td></td>
<td>Expiration Date (if any):</td>
</tr>
</tbody>
</table>

Certification
I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.
The employee’s first day of employment (mm/dd/yyyy): 03/11/13

Signature of Employer or Authorizing Representative: Jane A. Smith
Date (mm/dd/yyyy): 03/11/13
Title of Employer or Authorizing Representative: Vice President

Employer’s Business or Organization Address (Street Number and Name): 900 N. Benton Ave
City or Town: Springfield
State: MO
Zip Code: 65803

3-D Barcode
Do Not Write in This Space

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Contact Information

Please do not hesitate to contact Human Resources at 417-873-7434 if you have questions.
Participation Acknowledgement

Please go to the following link to print out a Participation Acknowledgement Form. The form should be completed, signed and returned to the Human Resources Department in Burnham 107.

http://www.drury.edu/hr/pdf/EmployeeAcknowledgement.pdf
Course Evaluation

Please go to the link below to complete a course evaluation to let us know whether you considered this training to be useful as well as provide input as to how we might modify portions in order to improve this course in the future.

http://www.drury.edu/hr/pdf/TrainingEvaluationForm.pdf