

20 Training Report

Confidential Advisors and Responsible Employees² a. Number of Responsible Employees b. Number of Confidential Advisors	Total
Annual Training <i>(please include number and percentage)³</i> a. Completion rate of Responsible Employees b. Completion rate of Confidential Advisors	

¹ **Instructions for Annual Training Report Form:** Identify the name of the institution or system submitting the report to include training information for the full calendar year — **January 1 to December 31**. Submit the annual training report by **January 30** of the following year.

² Pursuant to RS 17:3399.13.1, the Chancellor's (or Institution's) and/or System Report must include the total number of Responsible Employees (i.e., employees) and Confidential Advisors at the institution.

³ Pursuant to RS 17:3399.13.1, the Chancellor's (Institution's) Report and/or System Report must include both the number and percentage of Responsible Employees and Confidential Advisors who completed the required annual training