

A Policy Dissemination Review/Training Confirmation (FAA-1215A)

REVISION 48
(01/01/20 - 12/31/20)

The Policy Dissemination Review/Training Confirmation (FAA-1215A) form is used as a statewide monitoring tool to document the review of new or changed policy and procedures with staff. When there is a need to review current policy, the review of this information must also be documented on the FAA-1215A.

Office Managers or Supervisors are responsible to complete all of the following:

- Complete a review of the content of the [What's Changed](#) page within one month from the date of publication.
- Obtain the signature on the FAA-1215A of all staff required to attend the policy review or training.
- Retain the completed FAA-1215A for 12 months from the date the policy and procedures are reviewed.

NOTE What's Changed pages are referenced by the date published. For prior published What's Changed pages, see [What's Changed History](#).