



Final Staff Roster

The Final Staff Roster is based upon the pre-course Staff Rosters found in Appendix A (A13_Admin):

- 210 days BEFORE the course, you filled in the information for each staff member and the course information, saved the report as “Staff Roster for Review,” and submitted it as directed in the *Schedule of Course Reports and Transmittals*.
- By 30 days AFTER the course, update that staff roster with any additional staff members and remove those who have dropped. Save the new report as a separate “Final Staff Roster.” Submit it as directed in the *Schedule of Course Reports and Transmittals*.