



## Seller Training Disaster Recovery Assistance

***Seller Training providers may use this form to report to TABC any missing or destroyed records resulting from storm damage. Please note that any records damaged beyond usability should be completely destroyed in order to protect personally identifiable information. TABC will keep this information on file in the event of future audits of the Seller Training provider. If you have questions or need assistance, please call TABC's Seller Training office at (512) 206-3420.***

Notify Seller Training of the issue and include the information below. We will keep this in your school file so we know why the records are missing if an audit is completed.

### Damaged/Destroyed Trainee Records:

School-Program Number: \_\_\_\_\_

School Name: \_\_\_\_\_

Records:  Damaged  Destroyed  Lost

Time Frame of records: From: \_\_\_\_\_ To: \_\_\_\_\_

Were any training sessions held but not reported prior to damage/destruction  Yes  No

If yes, please fill out the information below for each affected session.

### Lost Session Reporting Data

School-Program Number: \_\_\_\_\_

School Name: \_\_\_\_\_

Trainer Name: \_\_\_\_\_

Class Date and Time: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Session Address: \_\_\_\_\_

Approximately how many in attendance? \_\_\_\_\_

Certificate Numbers used during training: To: \_\_\_\_\_ From: \_\_\_\_\_

Do you have access to the information to report the class?  Yes  No

If no, would you like TABC to post information on our website about the session to try and collect trainee information?

Yes  No

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date