

**Planning Board and ZBA Members  
Certified Statement of Completion of Required Training**

Planning Board/ZBA Member: \_\_\_\_\_

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Title of training completed: \_\_\_\_\_

Description of training completed: \_\_\_\_\_

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\_\_\_\_\_

Time and place of training attended: \_\_\_\_\_

Number of hours of training attended: \_\_\_\_\_

Certification of attendance attached:  Yes  No

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Title of training completed: \_\_\_\_\_

Description of training completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time and place of training attended: \_\_\_\_\_

Number of hours of training attended: \_\_\_\_\_

Certification of attendance attached:  Yes  No

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Title of training completed: \_\_\_\_\_

Description of training completed: \_\_\_\_\_

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\_\_\_\_\_

Time and place of training attended: \_\_\_\_\_

Number of hours of training attended: \_\_\_\_\_

Certification of attendance attached:  Yes  No

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\_\_\_\_\_  
*Planning Board/ZBA Member Signature*

\_\_\_\_\_  
*Date*

Date filed w/Town/Village Clerk: \_\_\_\_\_

- Each member of the planning board and ZBA shall complete, at a minimum, four hours of training each year designed to enable such members to more effectively carry out their duties. Training received by a member in excess of four hours in any one year may be carried over by the member into succeeding years in order to meet the training requirements.
- Training shall be approved by the town/village board and may include, but shall not be limited to training provided by a municipality, regional or county planning office or commission, county planning federation, state agency, statewide municipal association, collage or other similar entity. Training may be provided in a variety of formats, including, but not limited to, electronic media, video, distance learning, and traditional classroom training.
- Each member of the planning board and ZBA shall file with the town/village clerk at the commencement of an official year a certified statement that such member has completed the approved training as required. Such certification and filing shall include a description of the training completed including the time and place and a certificate of attendance or completion, if available.