

## When you are studying for the Quarterly In-Service training on your own, please do the following:

- Under “Important Training Documentation” you will find all materials for the 4th Quarter In-service Training.
- Read through all the materials. You may find it useful to print it out and have a highlighting marker nearby as you read. Highlight any information that is new to you or you feel is especially important.
- If you have questions about anything you read, please send an email to our Health Department at: [HHealth@europeanservice.org](mailto:HHealth@europeanservice.org)
- Download the 4th QT IN-SERVICE FACE-TO-FACE form, [click here](#)
- Complete and sign the 4th QT IN-SERVICE [FACE-TO-FACE](#) form. If you are not able to complete and sign the above form online, please print, complete by pen, and send the complete and signed form to your Supervisor.
- Before submitting the form, please SAVE completing and signing the 3rd QT IN-SERVICE [FACE-TO-FACE](#) form on your device.
- Hit the bottom **submit** after you completed and signed the first and second page of the 4th QT IN-SERVICE [FACE-TO-FACE](#) form. If you are not able to submit the form, please contact your Direct Supervisor or HR Department by email: [hr@europeanservice.org](mailto:hr@europeanservice.org)