

Training completion log

SAMPLE · FICTIONAL COMPANY

Meridian Dental Group — Sample Company · 12 employees · Modules M1–M7 (named lineup; final library is 8–10 modules) ·
Formatted to read cleanly next to a renewal application, not like a portal export. ✓ = quiz passed, completion record on file.

EMPLOYEE · ROLE	M1 PHISHING	M2 PASSWORDS	M3 SOC. ENG.	M4 DATA	M5 REMOTE	M6 INCIDENTS	M7 AI SCAMS	DONE
Priya Nair Managing Partner	✓ 10/06	✓ 10/06	✓ 10/07	✓ 10/08	✓ 10/09	✓ 10/09	✓ 10/07	7/7
Samuel Osei Associate Dentist	✓ 10/07	✓ 10/07	✓ 10/08	✓ 10/09	✓ 10/10	✓ 10/10	✓ 10/08	7/7
Alicia Trujillo Dental Hygienist	✓ 10/06	✓ 10/07	✓ 10/08	✓ 10/08	✓ 10/09	✓ 10/10	✓ 10/07	7/7
Marcus Webb Dental Hygienist	✓ 10/07	✓ 10/08	✓ 10/09	✓ 10/09	✓ 10/10	✓ 10/13	✓ 10/08	7/7
Jordan Ellis Front Desk Coordinator	✓ 10/06	✓ 10/06	✓ 10/07	✓ 10/08	✓ 10/08	✓ 10/09	✓ 10/08	7/7
Dana Reyes Office Manager · admin	✓ 10/06	✓ 10/06	✓ 10/06	✓ 10/07	✓ 10/07	✓ 10/08	✓ 10/06	7/7
Yuki Tanaka Dental Assistant	✓ 10/08	✓ 10/08	✓ 10/09	✓ 10/10	✓ 10/13	✓ 10/13	✓ 10/09	7/7
Robert Klein Dental Assistant	✓ 10/08	✓ 10/09	✓ 10/09	✓ 10/10	✓ 10/13	✓ 10/14	✓ 10/09	7/7
Fatima Al-Rashid Billing Specialist	✓ 10/06	✓ 10/07	✓ 10/07	✓ 10/08	✓ 10/09	✓ 10/09	✓ 10/07	7/7
Grace Okafor Insurance Coordinator	✓ 10/07	✓ 10/07	✓ 10/08	✓ 10/09	✓ 10/09	✓ 10/10	✓ 10/07	7/7
Tom Bradley Front Desk (part-time)	✓ 10/09	✓ 10/10	✓ 10/13	sched. 10/20	sched. 10/20	✓ 10/14	✓ 10/10	5/7
Elena Vasquez Practice Assistant	✓ 10/07	✓ 10/08	✓ 10/08	✓ 10/09	✓ 10/10	✓ 10/10	✓ 10/08	7/7

Status: 11 of 12 employees complete (79 of 84 records on file). Tom Bradley's remaining two modules are scheduled inside the rollout window; the log is re-issued when they close. All dates are illustrative, set after the September 16, 2026 delivery date. Today, one finished sample module exists (M7 — AI-era scams & deepfakes); the full library delivers September 16, 2026.

Dana Reyes
Signed — Dana Reyes, Office Manager (administrator) · October 16, 2026
(illustrative)

FILED BEHIND EV-01 · Evidence Pack/02-completion-log.pdf