

**AGREEMENT TO COMPLETE TRAINING
INSTRUCTIONS FOR PREPARATION**

Purpose: This form is used by the Servicing Office when a borrower is required to complete training courses. Borrowers review, date and sign the form upon their agreement to complete approved training courses in production and financial management in consideration for receiving an FSA loan.	
Handbook Reference: 3-FLP	Number of Copies: Original
Signatures Required: Borrower and Agency Official	
Distribution of Copies: Servicing Office case file	
Automation-Related Transactions: (Instructions for writers: provide only the information required, i.e. ADPS TC 3K. If no automation actions are required, insert N/A) DLS	

The Agency will complete Part A, Items 1 through 4 and provide the form to the producer who shall review the form and date and sign in Items 5(a) through 5(c). When training is done the Agency will execute the form by completing Part B, Items 1(a) through 1(g).

Part A - Items 1 - 4 are completed by the Agency and 5(a) through 5(c) are completed by producer.

Fld Name / Item No.	Instruction
1 Courses	Enter a check to indicate if courses are required in (a) production and/or (b) financial management. List the courses in the area provided.
2 Responsibility	Please make sure producer reads and understands statement.
3(a) Complete Production Training	Enter a check to indicate when production training must be completed.
3(b) Complete	Enter a check to indicate when financial management training must be completed.

Financial Training	
Fld Name /Item No.	Instructions
4 Fail to Complete	Please read.
5(a) Name	Print full name.
5(b) Signature	Enter the signature.
5(c) Date	Enter the date the agreement was signed.

Part B - Items 1(a) through 1(g) are completed by FSA.

1(a) Course Completed	Enter the date the training course was completed.
1(b) Met Requirements	Enter a check in the check box to indicate that the borrower has met the training requirements.
1(c) Not Met Requirements	Enter a check in the check box to indicate that the borrower has not met the training requirements.
1(d) Name	Print the name of the Agency Official.
1(e) Title of Agency Official	Enter the title of the Agency Official preparing this agreement.

1(f) Signature	Enter the signature of the Agency Official preparing this document.
1(g) Date	Enter the date this agreement signed by the Agency Official.