

Security training: evidence register

SAMPLE · FICTIONAL COMPANY

Meridian Dental Group (Sample Company) · 12 employees · Training year 2026-27 · Maintained by Dana Reyes, Office Manager. This is the single index page the company hands its broker or attaches to the renewal questionnaire; every artifact below sits behind it in one folder.

REGISTER · 6 ITEMS · ILLUSTRATIVE DATES				
REF	ARTIFACT	DATE FILED	WHERE IT LIVES	STATUS
EV-01	Evidence register: this page; re-issued whenever an item below changes	Oct 16, 2026	Evidence Pack/00-register.pdf	✓ Current
EV-02	Security-awareness training policy: adopted in the company's name, signed by the managing partner	Oct 5, 2026	Evidence Pack/01-policy.pdf	✓ Adopted · review Oct 2027
EV-03	Completion log: all 12 employees against the module lineup, signed off by the administrator	Oct 16, 2026	Evidence Pack/02-completion-log.pdf	✓ 11 of 12 complete
EV-04	Completion records†: one dated record per employee per finished module, produced by each passing quiz	Rolling	Evidence Pack/records/	✓ 94 records on file
EV-05	Admin rollout guide: the one-afternoon checklist the office manager ran	Oct 5, 2026	Evidence Pack/03-rollout-guide.pdf	✓ Rollout complete
EV-06	Training video library: 8 short modules, 3-5 minutes each, with quizzes (lineup below)	Oct 2, 2026	Evidence Pack/videos/(links)	✓ Delivered

MODULE LINEUP REFERENCED BY THIS REGISTER			
NO.	MODULE	NO.	MODULE
M1	Phishing & email red flags	M5	Data handling & privacy basics
M2	Passwords & MFA	M6	Remote & mobile work security
M3	Social engineering & pretexting	M7	Reporting incidents (no-blame culture)
M4	Wire fraud & payment verification	M8	AI-era scams & deepfakes

What this sample shows. This register illustrates the delivered state a company reaches after its one-afternoon rollout. All dates above are illustrative. All 8 modules and the document templates are finished and download at checkout; module 8 (**AI-era scams & deepfakes**) is free to watch on the site, so you can judge the quality bar before buying.

Security-awareness training policy

SAMPLE · FICTIONAL COMPANY

Meridian Dental Group (Sample Company) · Adopted October 5, 2026 (illustrative) · Filled from the pack's plain-English template in about ten minutes; the questionnaire sentence about having a training program is now true in writing.

1. Purpose

Meridian Dental Group trains every member of staff to recognize and respond to common security threats (phishing, social engineering, payment fraud, and AI-era scams) so that patient, financial, and business information stays protected.

2. Who this covers

All employees and long-term contractors, full-time and part-time, in every role: clinical, front desk, billing, and administration. New hires complete the training within 30 days of their start date.

3. The training program

- Eight short video modules (3-5 minutes each): phishing & email red flags, passwords & MFA, social engineering & pretexting, wire fraud & payment verification, data handling & privacy basics, remote & mobile work security, reporting incidents (no-blame culture), and AI-era scams & deepfakes.
- Each module ends with a short quiz (pass mark 4 of 5); a passing quiz creates a dated completion record for that employee.
- Every employee completes all assigned modules at least once every 12 months.

4. How completion is tracked

The office manager maintains the completion log and files each completion record in the evidence pack behind the evidence register. The log is reviewed for gaps at the end of each rollout window and before each insurance renewal.

5. Reporting security concerns

Anyone who suspects a scam, clicks a suspicious link, or receives an unusual payment request reports it to the office manager immediately. Reporting is always the right move: no employee will ever be penalized for reporting a concern or for taking two minutes to verify an unusual request before acting.

6. Review

This policy is reviewed annually (next review October 2027) and whenever the practice's tools or team change materially.

Priya Nair

Dr. Priya Nair, Managing Partner · adopted October 5, 2026 (illustrative)

Dana Reyes

Dana Reyes, Office Manager, policy administrator

Training completion log

SAMPLE · FICTIONAL COMPANY

Meridian Dental Group (Sample Company) · 12 employees · All 8 modules (M1-M8) · Formatted to read cleanly next to a renewal application, not like a portal export. ✓ = quiz passed (4 of 5 to pass), completion record on file.

EMPLOYEE · ROLE	M1 PHISHING	M2 PASSWORDS	M3 SOC. ENG.	M4 WIRE FRAUD	M5 DATA	M6 REMOTE	M7 INCIDENTS	M8 AI SCAMS	DONE
Priya Nair Managing Partner	✓ 10/06	✓ 10/06	✓ 10/07	✓ 10/07	✓ 10/08	✓ 10/09	✓ 10/09	✓ 10/07	8/8
Samuel Osei Associate Dentist	✓ 10/07	✓ 10/07	✓ 10/08	✓ 10/08	✓ 10/09	✓ 10/10	✓ 10/10	✓ 10/08	8/8
Alicia Trujillo Dental Hygienist	✓ 10/06	✓ 10/07	✓ 10/08	✓ 10/08	✓ 10/08	✓ 10/09	✓ 10/10	✓ 10/07	8/8
Marcus Webb Dental Hygienist	✓ 10/07	✓ 10/08	✓ 10/09	✓ 10/09	✓ 10/09	✓ 10/10	✓ 10/13	✓ 10/08	8/8
Jordan Ellis Front Desk Coordinator	✓ 10/06	✓ 10/06	✓ 10/07	✓ 10/07	✓ 10/08	✓ 10/08	✓ 10/09	✓ 10/08	8/8
Dana Reyes Office Manager · admin	✓ 10/06	✓ 10/06	✓ 10/06	✓ 10/07	✓ 10/07	✓ 10/07	✓ 10/08	✓ 10/06	8/8
Yuki Tanaka Dental Assistant	✓ 10/08	✓ 10/08	✓ 10/09	✓ 10/09	✓ 10/10	✓ 10/13	✓ 10/13	✓ 10/09	8/8
Robert Klein Dental Assistant	✓ 10/08	✓ 10/09	✓ 10/09	✓ 10/10	✓ 10/10	✓ 10/13	✓ 10/14	✓ 10/09	8/8
Fatima Al-Rashid Billing Specialist	✓ 10/06	✓ 10/07	✓ 10/07	✓ 10/07	✓ 10/08	✓ 10/09	✓ 10/09	✓ 10/07	8/8
Grace Okafor Insurance Coordinator	✓ 10/07	✓ 10/07	✓ 10/08	✓ 10/08	✓ 10/09	✓ 10/09	✓ 10/10	✓ 10/07	8/8
Tom Bradley Front Desk (part-time)	✓ 10/09	✓ 10/10	✓ 10/13	✓ 10/13	sched. 10/20	sched. 10/20	✓ 10/14	✓ 10/10	6/8
Elena Vasquez Practice Assistant	✓ 10/07	✓ 10/08	✓ 10/08	✓ 10/08	✓ 10/09	✓ 10/10	✓ 10/10	✓ 10/08	8/8

Status: 11 of 12 employees complete (94 of 96 records on file). Tom Bradley's remaining two modules are scheduled for Oct 20, just past the window; the log is re-issued when they close. All dates are illustrative. All 8 modules are finished and download at checkout; module 8 (AI-era scams & deepfakes) is free to watch on the site.

Dana Reyes

Signed: Dana Reyes, Office Manager (administrator) · October 16, 2026 (illustrative)FILED BEHIND EV-01 · Evidence Pack/02-completion-log.pdf

SAMPLE · FICTIONAL COMPANY

RECORD OF COMPLETION†

Record of completed training

Security-awareness training program · Meridian Dental Group (Sample Company)

Jordan Ellis

Front Desk Coordinator

completed the training module “**AI-Era Scams & Deepfakes**” (module M8, runtime 3:57) and passed its quiz with a score of **5 of 5** (4 of 5 required). A dated entry for this completion appears in the company's training completion log, filed behind evidence register item EV-03.

COMPLETED ON
October 8, 2026RECORD ID
CP-MDG-M8-005NEXT REFRESHER
October 2027

† This document is a record of completion, not a certification. It documents that the named employee finished the named training module and passed its quiz. It is not a certification, accreditation, or endorsement by any insurer, auditor, or standards body.

Dana Reyes

Dana Reyes, Office Manager, program administrator

Coverproof

Generated by the pack's offline quiz check · Coverproof evidence pack

ON FILE
OCT 2026

The one-afternoon rollout, at a glance

SAMPLE · FICTIONAL COMPANY

Meridian Dental Group (Sample Company) · Run by Dana Reyes, Office Manager, October 5-16, 2026 (illustrative). This overview condenses the full step-by-step guide in the pack: three steps for the admin, about an hour per employee (splittable across sessions), no logins to manage, no software to install.

STEP 1 · ~10 MIN

Adopt the policy

Put the company name on the training policy template, have the owner sign it, circulate it to staff. The questionnaire sentence about a training program is now true in writing.

STEP 2 · ~1 H / EMPLOYEE

Run the videos

Share the training player. Each module is 3-5 minutes with a short quiz; people finish between patients. Spread it over any schedule; the log tracks who's done.

STEP 3 · ~30 MIN

File the evidence

Fill the completion log, file each completion record employees send in, put everything behind the register. At renewal, attach. Don't scramble.

THE ADMIN CHECKLIST, AS COMPLETED IN THIS SAMPLE

☒ Adopt & sign the policy: owner signature, date, circulate to all staff	OCT 5 · 10 MIN
☒ Announce the rollout: one email to the team, what, why, and the two-week window	OCT 5 · 5 MIN
☒ Share the training player: everyone opens the same offline file; no accounts, no seats to provision	OCT 6 · 10 MIN
☒ Track completions weekly: tick the log as employees send in their completion records; nudge stragglers once	OCT 6-16 · 5 MIN/WK
☒ Collect completion records: one dated record per employee per finished module, produced by each passing quiz	OCT 16 · 10 MIN
☒ File the register: policy, log, records behind the one-page register; folder named and dated	OCT 16 · 5 MIN
☐ Before next renewal: re-issue the register, close any gaps, hand the single page to the broker	ANNUAL

What this illustrates. Dates show a fictional company's one-afternoon rollout (the pack itself downloads at checkout). The full step-by-step guide (EV-05) ships with the pack; this page is the at-a-glance version an office manager actually pins up.