

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

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