*Resource Materials*



*Course Title*

*Instructor Name*

*Course Date*

*Version*

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Instruction:

* **NOTE! Delete this instruction before printing.**
* Resource materials here should include all the supporting documents listed in the “Training Curricula”. Each document should have and be placed after its own cover page.
* To create a new Cover Page: Copy a whole page 🡪 Click on “INSERT” tab 🡪 Select “Blank Page” 🡪 Paste on the blank page
* To change content on the Cover Page: Click on “Tab X – Title” 🡪 type in the tab title
* To update the table of contents: Right Click the table of contents 🡪 Select “Update Field” 🡪 Select “Update Entire Table” 🡪 Click on “OK” bottom.

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