

Kentucky Rural Water Association

Helping water and wastewater utilities help themselves

April 19, 2011

RECEIVED

MAY 2 2011

PUBLIC SERVICE
COMMISSION

Mr. Jeff Derouen, Executive Director
Public Service Commission
P. O. Box 615
Frankfort, KY 40602-0615

Dear Mr. Derouen:

Kentucky Rural Water Association will host its 2011 Expo at the Nelson County Fairground in Bardstown, Kentucky on May 25-26, 2011. We would like to request that this training be approved for commissioners as referenced in regulation 807 KAR 5:070.

Please find enclosed a training summary/timed agenda and biographies for the speakers. At this time we do not have copies of any written material that may be provided during the individual sessions; however, if handouts are distributed a copy will be provided to the commission. Approval for this training session has also been submitted to the Kentucky Boards of Certification for Water Treatment and Distribution System Operators and Wastewater System Operators. A copy of that application is included.

With this letter and enclosures, Kentucky Rural Water Association is requesting the approval of up to six (6) hours for water district commissioner training. If additional information is needed, please do not hesitate to contact our office.

Sincerely,

Randall Kelley
Training Specialist

jc

Enclosures (6 packets)

SPONSOR: Kentucky Rural Water Association (KRWA)
COURSE TITLE: 2011 Operator EXPO
LOCATION: Nelson County Fairground, Bardstown, Kentucky
DATES: May 25 - 26, 2011

Learning Objective: The objective of these sessions is to introduce processes and procedures that will enhance operations of water and wastewater utilities. Through classroom instruction and small group demonstrations, water operators, wastewater operators, and water commissioners will gain knowledge of products, services and procedures that will add to their knowledge and have a positive impact on job performance.

Criteria for Training Credits: Attendees will be granted credit for actual time attending training sessions. The EXPO will offer a total of eight (8) hours for drinking water and seven (7) hours for wastewater; however, the maximum number of credit hours that can be earned will be six (6) hours for all attendees. An individual sheet will be provided record attendance at each session. This sheet will be stamped by KRWA personnel after the completion of each session and turned in at the close of the EXPO in order to receive continuing education credit. A copy of this form is included.

Training Summary/Timed Agenda

Day 1 -- May 25, 2011

Session 1 – Site C 1:30 p.m. – 2:30 p.m. 1.0 hrs DW/WW

Topic: Operator Certification-5 Things You Need to Know – Julia Kays, Kentucky Division of Compliance Assistance

Description: This session will cover a variety of topics that water and wastewater operators need to know about operator certification, operator ethics, exams for operators, online tools to assist operators, and operator availability.

Session 2 – Site C 2:45 p.m. – 3:45 p.m. 1.0 hrs DW/WW

Topic: Tank Alternatives – Kristen Tippey, Kentucky Glass Lined Tank Systems, Inc.

Description: This session will provide information on glass lined tanks used in the water and wastewater industry. The unique glass fused to steel coating enables tanks to be used in a wide variety of applications such as containment of potable water, wastewater, leachate, and other applications. The tanks are used for clarifiers, chlorine contact basins, equalization filters, sludge holding tanks, anaerobic digesters, leachate containment, and dry product storage for agricultural, industrial and municipal applications.

Session 3 – Site C 4:00 p.m. – 5:00 p.m. 1.0 hrs DW/WW

Topic: SCADA Use in Water and Wastewater – Rick Alvarez, ICS Healy-Ruff

Description: What's available? A comprehensive overview of the hardware, software and communication options which are currently available. Why do you need it? A detailed look at why communities should be implementing SCADA: compliance, reporting, alarming. How can it help you? A list of benefits that can be achieved by implementing the right SCADA solution for your utility: energy savings, labor savings, process efficiencies.

Day 2 – May 26, 2011

Session 4 – Site C 8:00 a.m. – 8:30 a.m. 0.5 hrs DW/WW

Topic: Tapping Sleeves – Roger Riddle, JCM Industries

Description: Tapping sleeves are necessary to provide a safe and dependable way of connecting branch piping to existing water or wastewater lines. Many tapping sleeves are designed to allow the connection without disturbing current flows or services. This session will provide information on the various types of tapping sleeves used for potable water mains and wastewater force mains.

Session 5 – Site A 8:45 a.m. – 9:15 a.m. 0.5 hrs WW

Topic: Manhole Rehabilitation – Matt Terranova, A. J. Enterprises

Description: Degraded manholes are one of the major contributing sources of inflow and infiltration plaguing wastewater utilities. Since manhole replacement is often prohibitively expensive, the rehabilitation of manholes is a preferred method for the reduction of inflow and infiltration. This session will cover some of the techniques for manhole rehabilitation, their costs, and their effectiveness.

Session 6 – Site B 8:45 a.m. – 9:15 a.m. 0.5 hrs DW

Topic: Hydrants – Tony Omohundro, Mueller Co.

Description: This session will cover fire hydrants. Topics that will be included are basic hydrant maintenance, hydrant trouble shooting, and understanding disassembly and reassembly of hydrants for repair and maintenance purposes.

- Session 7** – Site C 8:45 a.m. – 9:15 a.m. 0.5 hrs DW
Topic: Water Storage Tanks – Jay Hoffman, Wet or Dry Tank Inspections
Description: This session will focus on how the operation and maintenance of water tanks affects water quality. The presentation will include instruction on preventing contamination and intrusions in storage tanks, water quality problems in tanks, when and how tanks should be inspected, and the importance of tank mixing systems.
- Session 8** – Site A 9:30 a.m. – 10:00 a.m. 0.5 hrs DW/WW
Topic: Options for Operators: Under Pressure Repairs Without Shutdown – Ron Westin, Culy Construction
Description: This session will focus on new and existing technologies that are available to operators for working with water and wastewater mains while under pressure. Examples will include line stopping and valve insertion in water and wastewater mains without shutting down the main.
- Session 9** – Site B 9:30 a.m. – 10:00 a.m. 0.5 hrs WW
Topic: Dealing with Hydrogen Sulfide – Timothy Aulick and Trent Coffee, Aulick Chemical Solutions, Inc.
Description: The session will explore the issue of hydrogen sulfide with a newer system. Issues that will be addressed will include: causes of hydrogen sulfide, corrosion to plant equipment, hydrogen sulfide gases versus other odorous gases, and monitoring systems.
- Session 10** – Site C 9:30 a.m. – 10:00 a.m. 0.5 hrs DW
Topic: Reducing Unaccounted for Water Loss – Jeff Morrison, C.I. Thornburg Co., Inc.
Description: This session will deal with techniques for reducing unaccounted for water loss. Techniques covered for reducing unaccounted for water loss will include metering and asset management.
- Session 11** – Site A 10:15 a.m. – 10:45a.m. 0.5 hrs WW
Topic: Using Low Pressure Sewer Systems to Stop I & I – Jonathon Cummings, Wascon, Inc.
Description: This session will provide information about low pressure wastewater systems. Topics covered will include information on how low pressure wastewater systems can be used by utilities for the limitation and prevention of inflow and infiltration.
- Session 12** – Site B 10:15 a.m. – 10:45 a.m. 0.5 hrs WW
Topic: Rehabilitation of Manhole Structures – Barry Hubbard, Conco Spray Solutions, LLC
Description: This session will demonstrate methods for rehabilitating manholes using chemical grouting, cementitious lining, and polyurethane lining methods. Demonstration of the methods will be done as part of the session.
- Session 13** – Site C 10:15 a.m. – 10:45 a.m. 0.5 hrs DW
Topic: Water Main Rehabilitation – Brad Hoop, Conco Spray Solutions, LLC
Description: This session will give an overview of a process for in-place cleaning and lining potable water mains. The session will cover the methods for cleaning water main, drying the water main, pre-inspection of the main, pipe lining, and post-inspection.
- Session 14** – Site A 11:00 a.m. – 11:30 a.m. 0.5 hrs DW
Topic: Packaged Water Booster Stations – Josh Cravins, Wascon, Inc.
Description: This session will cover pre-manufactured water booster stations. Topics will include the pros and cons of pre-manufactured booster stations. Also discussed will be design options, selection the right booster station, and pricing of pre-manufactured booster stations.
- Session 15** – Site B 11:00 a.m. – 11:30 a.m. 0.5 hrs DW/WW
Topic: Bleach Disinfection – Jason McGee, American Development Corporation
Description: This session will cover the use of bleach as an alternative to chlorine gas disinfection. Topics covered will include the pros and cons of bleach disinfection, the use of bleach in the disinfection of drinking water, the use of bleach in the disinfection of wastewater, and the costs of bleach disinfection relative to chlorine gas.
- Session 16** – Site C 11:00 a.m. – 11:30 a.m. 0.5 hrs DW
Topic: Tools of the Trade for Leak Detection – Tom Lewis, Lewis Municipal Sales
Description: This session will cover leak detection methods. This session will discuss many of the tools used for leak detection including acoustical touch off tools, ground microphones, flow monitoring, correlators and logger systems. Examples of the different types of devices will be available for operators to examine.
- Session 17** – Site C 11:45 a.m. – 12:15 p.m. 0.5 hrs DW/WW
Topic: Sewer and Water Main Repair Products – Roger Riddle, JCM Industries
Description: This session will cover a variety of products available for the repair of water and sewer mains. Included in the discussion will be the types of repair products and their corresponding uses. Also included will be discussions of clamps, couplings, and specialty products for specific needs.

KENTUCKY RURAL WATER ASSOCIATION

2011 Operator Expo

To receive continuing education credit EVERYONE must have this form stamped after each session by KRWA staff.

Attendee Name (PLEASE PRINT): _____

Utility: _____

Operator (Check, complete information, and sign below)

Agency Interest No.: _____

List all certification numbers: _____

DW: _____

WW: _____

Water District Commissioner
(Check and sign below)

Maximum total hours for Expo:
Operators: DW - 6 WW - 6
Commissioners - 6

Signature of Attendee: _____

**THIS FORM MUST
BE RETURNED TO
KENTUCKY RURAL
WATER
ASSOCIATION
BY THE END OF THE
EXPO
TO BE RETAINED AS
A RECORD OF
ATTENDANCE AND
TO RECORD CREDIT
HOURS.**

Wednesday, May 25, 2011			
Maximum credit hours for day one: 3.0			
(Drinking Water, Wastewater and Commissioners)			
Time	Site C	Topic / Speaker	Stamp
1:30 - 2:30 p.m. (1 hr.)	Session 1 DW / WW	<i>Operator Certification-5 Things You Need to Know</i> Julia Kays, Division of Compliance Assistance	
2:45 - 3:45 p.m. (1 hr.)	Session 2 DW / WW	<i>Tank Alternatives</i> Kristen Tippey, KY Glass Lined Tank Systems	
4:00 - 5:00 p.m. (1 hr.)	Session 3 DW / WW	<i>SCADA Use in Water and Wastewater</i> Rick Alvarez, ICS Healy-Ruff	
To be completed by KRWA for Day One			
Commissioner Hrs. Earned: _____		DW Hrs. Earned: _____ Wastewater Hrs. Earned: _____	

PLEASE COMPLETE INFORMATION AT TOP OF PAGE ON REVERSE SIDE.

Thursday, May 26, 2011

CONCURRENT SESSIONS - EACH SESSION .5 HOURS CREDIT

Time	Topic / Speaker Site A (Food Pavilion)	Stamp	Topic / Speaker Site B (Pavilion near entrance)	Stamp	Topic / Speaker Site C (Samuel's Hall)	Stamp
8:00-8:30 a.m.	Maximum Drinking Water credit hours for day two: 3.0 Maximum Wastewater credit hours for day two: 3.0 Maximum Commissioners credit hours for day two: 3.0		To receive continuing education credit EVERYONE must have this form stamped after each session by KRWA staff.		#4-DW / WW Tapping Sleeves Roger Riddle, JCM Industries First Session	
8:45 - 9:15 a.m.	#5-WW only Manhole Rehabilitation Matt Terranova, A. J. Enterprises		#6-DW only Hydrants Tony Omohundro, Mueller Company		#7-DW only Water Storage Tanks Jay Hoffman, Wet or Dry Tank Inspections	
9:30 - 10:00 a.m.	#8-DW / WW Under Pressure Repairs Without Shutdown Ron Westin, Culy Construction		#9-WW only Dealing with Hydrogen Sulfide Tim Aulick & Trent Coffee, Aulick Chemicals		#10-DW only Reducing Unaccounted for Water Loss Jeff Morrison, C. I. Thornburg Co., Inc.	
10:15 - 10:45 a.m.	#11-WW only Using Low Pressure Sewer Systems/I & I Jonathan Cummings, Wascon, Inc.		#12-WW only Rehabilitation of Manhole Structures Barry Hubbard, Conco Spray Solutions		#13-DW only Water Main Rehabilitation Brad Hoop, Conco Spray Solutions	
11:00 - 11:30 a.m.	#14-DW only Packaged Water Booster Stations Josh Cravins, Wascon, Inc.		#15-DW / WW Bleach Disinfection Jason McGee, American Development Corp.		#16-DW only Tools of the Trade for Leak Detection Tom Lewis, Lewis Municipal Sales	
11:45 - 12:15 a.m.	<p>REMINDER: THIS FORM MUST BE RETURNED TO KENTUCKY RURAL WATER ASSOCIATION BY THE END OF THE EXPO TO BE RETAINED AS A RECORD OF ATTENDANCE AND TO RECORD CREDIT HOURS.</p>				#17-DW / WW Sewer and Water Main Repair Products Roger Riddle, JCM Industries Last Session	

To be completed by KRWA for Day Two

Commissioner Hrs. Earned: _____ / Total: _____

DW Hrs. Earned: _____ / Total: _____

Wastewater Hrs. Earned: _____ / Total: _____

Signature of Attendee: _____

Julia Kays, Manager
Certification and Licensing Branch
Division of Compliance Assistance
300 Fair Oaks Lane
Frankfort, KY 40601
502.564.0323 or 1.800.926.8111

Session 1

Julia Kays is the manager of the Certification and Licensing Branch. She provides direct oversight of the day-to-day operations for the certification and licensing program. Prior to her managerial position, she served as the divisions' budget and grant analyst. In addition, she participated in program planning and evaluation activities for multiple division programs. She also worked in the Division of Water's KPDES Branch for two years and in the Field Operations Branch for six years.

Session 2

Kentucky Glass Lined Tank Systems, Inc.
P.O. Box 13370
Lexington, KY 40583
kristin@kytanks.com
(859) 253-3544
Fax (859) 259-0559

Kristin Tippey is associated with the Kentucky Glass Lined Tank Systems in Lexington, Kentucky. Kentucky Glass Lined Tank Systems, Inc. is an authorized dealer of engineered storage products, serving all of the Commonwealth of Kentucky and Western Tennessee for over 25 years.

Rick Alvarez, ICS Healy Ruff

Session 3

Rick has been serving the water and wastewater industry since 1992. He has worked in consulting, technical service, sales representative and regional manager roles, all in the area of instrumentation and controls. He currently serves as a regional sales manager for ICS Healy Ruff, working closely with operators, managers, engineers and representatives.

ROGER RIDDLE, Sales Representative

Sessions 4 & 17

JCM Industries, Inc.

2296 West 900 South

Trafalgar, IN 46181

Ph: 317.538.7439

Fx: 317.878.5782

E-mail: rriddle@jcmind.com

JCM Industries, incorporated in 1976 in Nash, Texas, is a leading manufacturer of pipe fittings and fabrications for the repair, connection and branching of all types of pipe.

Roger Riddle has been with JCM Industries for many years as the Territory Product Specialist, covering Ohio, Kentucky, Indiana, West Virginia, Western Pennsylvania, and Southern Michigan. JCM employees take personal pride in production and delivery efforts and a commitment to a high standard of excellence for customer service. This commitment is demonstrated by Mr. Riddle with his participation in, and support of the water industry through many association memberships and as a well qualified instructor.

MATTHEW J. TERRANOVA

Session 5

A J ENTERPRISES

616 Dublin Circle

Louisville, KY 40229

(502) 741-4299

Mr. Terranova earned a B.S. in Mechanical engineering at the University of Louisville in 1986 and has worked in the water and sewer industry for over 25 years. He has been responsible for bidding rural water and sewer projects in the Kentucky and southern Indiana area. He has experience in doing material take off's of sewer pump and lift stations as well as consulting with engineers on specific materials in these stations. He also has been putting together bid packages and does scaled drawings of the layout of the piping and valves in the pump stations for contractors to use as a guide for assembly.

Over the last few years Mr. Terranova has been working with engineers and municipalities on the different processes for relining manholes and sealing the chimney area to reduce or eliminate inflow and infiltration.

Tony Omohundro, Sales Representative

Session 6

Mueller Company

147 Avawam Drive

Richmond, KY 40475

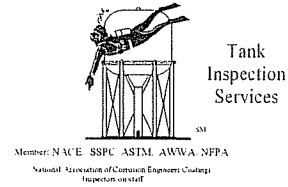
jomohundro@muellercompany.com

(859) 229.0210

Tony Omohundro, has worked for Mueller Company since January 1, 2003 as Sales Representative. Tony is a graduate of the University of Kentucky with a B.S. in Mechanical Engineering. In his position as Sales Representative, Tony has provided numerous hydrant training sessions throughout the state. Mueller Co. is the largest full-line supplier of flow control products used in distribution systems for municipal potable water and natural gas, and is ISO certified.

1609 Hillsboro Road Campbellsburg, KY 40011
Office 502-532-6190 Fax 502-532-7136
Email diver@aye.net

WET or DRY



Jay Hoffman
Cell #: 502.594.7947

Session 7

Wet or Dry Tank Inspection Services employs its own inspectors and specializes in the under water inspection of water storage tanks. Jay Hoffman is a certified coatings inspector of the National Association of Corrosion Engineers (NACE) and has been involved in the inspection and maintenance of water storage tanks for 20+ years.

Ron Weston
Project Manager, Pipeline Services Division
Culy Construction

Session 8

Ron Weston is currently overseeing operations in 26 states. Ron has 20 years of experience in the pipeline industry specializing in the water/wastewater environments.

Aulick Chemical Solutions, Inc.
111 Patton Court
Nicholasville, Kentucky 40356

Session 9

Timothy Aulick, President of Aulick Chemical Solutions (ACS), received his degree in Chemistry from the University of Kentucky. ACS is a chemical design and manufacturing company specializing in odor/corrosion control and specialty chemistries to reduce TSS and other criteria for wastewater treatment. ACS focuses on the problems customers are having in their facility. ACS will then adapt our chemistry to meet the customers' specific needs. Research and Development is done solely based on the specific need of the individual customer.

Trent Coffee is a 2001 graduate of Lindsey Wilson College where he earned a Bachelor of Arts degree with a major in Biology and a minor in Chemistry. Trent also holds a Class II certification license for wastewater treatment. Prior to joining Aulick Chemical Solutions in January, 2010, Trent was employed by Kentucky Rural Water Association as a wastewater circuit rider providing technical assistance to wastewater utilities in Kentucky.

Jeff Morrison, Inside Sales
C. I. Thornburg Company, Inc.
740 Enterprise Drive
Lexington, Kentucky 40510
(859) 255-0852
jeff.morrison@cithornburg.com

Session 10

Jeff Morrison, Inside Sales for C. I. Thornburg Company, represents the third generation of the family owned business which was established in 1958. As the first choice water and wastewater distributor, the company's five full service branches service the municipal water and wastewater industry in West Virginia, Kentucky, Tennessee and southern Ohio.

Jonathan Cummings,
WASCON, Inc.
910 East Main Street
Livingston, Kentucky 38570

Session 11

Jonathan has been working in the wastewater industry for 7 years, all with WASCON, Inc. Jonathan has extensive knowledge in the design and maintenance of low pressure sewer systems. WASCON, Inc. has been providing Tennessee and Kentucky with quality products and service since 1979. With over 100 years of combined experience in the municipal business, WASCON can help with all water and wastewater needs.

Conco Spray Solutions (Conco Group)
3231 North Orlington Avenue
Indianapolis, Indiana 46218

Out of sight doesn't mean out of mind for Conco Spray Solutions. We are committed to protecting and safeguarding water and wastewater infrastructure that is vital and essential to our region's health and stability. Addressing the needs of our aging water supply and waste conveyance systems has never been more important. The Conco Group specializes in the repair and rehabilitation of concrete structures, including but not limited to storm CMP, manholes, wet wells, potable/wastewater clarifiers and vaults.

Large diameter stormwater and sanitary sewer culverts can also be completed. The system is a process designed to repair and prevent deterioration of manholes and other related structures.

Barry Hubbard, Operations Manager

Session 12

Barry Hubbard has been with Conco Group for five years. He comes from a very lengthy background of construction and mechanical rehabilitation. He has managed projects ranging from a few hundred dollars to more than two million, served in the United States Air Force for four years as an Armament Systems Specialist, and held the position of a foreman with a concrete paving company. Hubbard's hobby of taking old things and making them like new again, along with his years of construction experience, goes hand-in-hand in water and wastewater infrastructure rehabilitation industry.

Brad Hoop, Triton Lining Technologies (Conco Group) Session 13

Brad Hoop served as CEO of W.E. Beaty, Inc. since 1994. In 2010, Brad orchestrated a partnership with to form Triton Lining Technologies and has been involved with the company since in various capacities including installation, estimating, research and development, and job planning. Brad has a BS in Business and a Master's degree in Business Administration.

Josh Cravins, Sales Manager
Wascon, Inc.
910 East Main Street
Livingston, TN 38570
Ph: 931.823.1388

Session 14

Josh Cravins is the Sales Manager for Wascon, Inc. and has had many years of experience in providing products and service to the water and wastewater industry. He has literally grown up in the business since his family started the company in 1980. Since the beginning, Wascon has provided Tennessee and Kentucky with quality products and service. With years of experience in the municipal business, Wascon is dedicated to providing quality service and products to their customers.

American Development Corporation

Chemical Solutions for Water/Wastewater/Industry

821 William D. Jones Blvd. Fayetteville, TN 37334

888-542-8561

www.adc-chem.com

Session 15

Jason McGee is in Sales and Technical Service for American Development Corporation. Before coming to ADC five years ago Jason worked as a private contractor for two years. His work experience includes ten years as the Chief Operator at a surface water plant in Fayetteville, Tennessee. Jason holds a Grade IV water treatment and a Grade II Distribution license in Tennessee.

Tom H Lewis
Lewis Municipal Sales
651 Hawthorne Drive
Carmel, IN 46033
317-566-0723 phone
317-566-9289 fax
Tom.lewis@lewismunisales.com
www.lewismunisales.com

Session 16

Tom is a graduate of the University of Arkansas, Tech Campus, with a degree in Business Administration and Economics. Tom spent 21 years working for Premier Industrial Corporation in various sales management positions. While with Premier, Tom sold lubrication and coating products primarily to contractors and the steel manufacturing industry. In 1999, Lewis Municipal Sales (LMS) was established as a manufacturer's rep agency and Tom began working in the waterworks industry. The manufacturers represented by Tom's company supply a variety of products, both technical and commodities, to municipalities and contracting companies.

<p>Mail to:</p> <p>Division of Compliance Assistance Certification and Licensing Branch Operator Certification Program 300 Fair Oaks Lane Frankfort, KY 40601</p>	<p>Commonwealth of Kentucky Department for Environmental Protection</p> <p>Application for Approval of Courses for Continuing Education Credit</p> <p><i>Drinking Water Treatment, Drinking Water Distribution, Bottled Water, Wastewater Treatment and Collection System</i></p> <p>Telephone: 1-800-926-8111 www.dca.ky.gov/certification</p>	<p><i>For Official Use Only Do not write in this space</i></p> <p>COPY</p>
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I. **Course Sponsor Information:** Agency Interest Number: 108571

A. Sponsoring Organization (school, business, association, etc.):

Kentucky Rural Water Association

Key Contact Person:

Name and Title: Janet Cole, Education Coordinator

Address: PO Box 1424

City, State and Zip: Bowling Green, KY 42102-1424

Phone and Fax: Ph: 270.843.2291 Fx: 270.796.8623

E-mail: j.cole@krwa.org

Web Page: www.krwa.org

One-Time Approval Requested

Two-Year Approval Requested

B. If individual requesting approval is different than the key contact person for the sponsor, please complete the following information:

Name and Title: _____

Address: _____

City, State and Zip: _____

Phone and Fax: _____

E-mail: _____

II. **General Course Information:**

A. Title: 2011 Expo

B. Location and Date/s: Nelson County Fairground, Bardstown, Kentucky

May 25-26, 2011

C. Cost per Student or Group: \$ -0-

D. Delivery Format or Media (check those that apply):



Classroom



Web/Online



Laboratory



Exhibition



Field



CD-ROM



Video/Audio



Correspondence



Other (Explain)



E. Continuing Education Credits (**hours**) Requested for Target Audience:

Drinking Water Treatment, Distribution and/or Bottled Water: 8 hrs. (6 hrs. maximum)

Wastewater Treatment and/or Collection: 7 hrs. (6 hrs. maximum)

(Attach a detailed description explaining how this training relates to the wastewater treatment process.)

III. Required Items (must be attached to submittal, check off as completed):

- A. Course Learning Objectives
- B. Criteria for Successful Completion by Operators
- C. Agenda (timed with instructors identified and brief description of topics)
- D. Credentials for All Instructors

IV. Additional Attachments (required for distance learning courses, optional for other training):

- A. Instructional Design (developed by whom/their credentials)
- B. Curriculum Content (subject matter experts/their credentials)
- C. Required Assignments and/or Examinations (type, passing score, etc.)
- D. Mandatory Time Constraints (deadlines, granting of extensions, etc.)

V. Signature of Sponsor's Contact Person

I confirm that all information provided with this application is accurate to the best of my knowledge. A complete list of attendees and credits to be awarded to them will be forwarded on a "Continuing Education Activity Report" to the Kentucky Division of Compliance Assistance (within 30 days of completing the course when possible).

Printed Name and Title: Janet Cole, Education Coordinator

Signature and Date: 

April 13, 2011