**APPLICATION FOR INITIAL APPROVAL OF WATER DISTRICT COMMISSIONERS - TRAINING PROGRAM**

Filing Requirements Checklist

(Applicable Authority: 807 KAR 5:070, 807 KAR 5:001)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Case No. |  | Applicant Name |  | Received Date |  | Form Circulation Date |  |

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| --- | --- | --- |
| Instructions: |  |  |
|  | 1) | Each division noted by checkmark ( ) is to complete its review and return within three business days of receipt. |
|  | 2) | This form is to list only the specific filing deficiencies as identified in the regulations. If additional information is needed, an information request must be issued. |
|  | 3) | Staff member should use initials and list date review is completed. |
|  | 4) | **Return by email to Filings Branch following review and copy all Team members.** |
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| --- | --- | --- | --- | --- | --- |
| Reviewed by following Divisions: | | | Date | | Staff Member |
|  |  | Filings |  |  |  |
|  |  | Legal |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

| Division Responsible | Law/Regulation | | Filing Requirement | Requirement  Met | | Waiver  Requested | Approve  Waiver? | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  | Yes | No |  | Yes | No |
|  | 807 KAR 5:070: | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
| Filings | Section 1 | | (1) Name and address of the applicant |  |  |  |  |  |
| Filings |  | | (2) Name and sponsor of the program and the subject matter covered by the program |  |  |  |  |  |
| Legal |  | | (3) A summary of the content of the program in detail sufficient to describe how the program will enhance the management, operation, and maintenance of water treatment and distribution systems |  |  |  |  |  |
| Legal |  | | (4) Number of credit hours requested for the program |  |  |  |  |  |
| Legal |  | | (5) Name and relevant qualifications and credentials of each instructor presenting the program |  |  |  |  |  |
| Legal |  | | (6) Copy of written materials given to water commissioners attending the program |  |  |  |  |  |
| Legal |  | | (7) If the program has been certified by an organization that provides training to persons associated with the water industry, the name of the certifying organization and a statement that the certification remains valid. |  |  |  |  |  |
| Legal | | 807 KAR 5:001:  Section 4(10) | Has submitting party redacted – |  |  |  |  |  |
| **All filings with the Kentucky Public Service Commission**  **which contain personal information must be redacted by**  **the filer pursuant to 807 KAR 5:001 Sec. 4 (10).**  **Filings which are not in compliance will be rejected.** | | | All social security numbers |  |  |  |  |  |
| All birthdates |  |  |  |  |  |
| All financial account numbers |  |  |  |  |  |
| All other personal identification information |  |  |  |  |  |
| Legal | | Section 8(4)(b) | Has submitting party optimized pdf document – |  |  |  |  |  |
| **(Electronic Case Filing only)** | |  | - Making all text pages searchable or OCR’d |  |  |  |  |  |
|  | |  | - Bookmarks added to distinguish sections of the paper |  |  |  |  |  |