



Kentucky Rural Water Association

Helping water and wastewater utilities help themselves

January 4, 2016

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Public Service
Commission

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

Dear Mr. Derouen:

Kentucky Rural Water Association will host its 2016 Management Conference on February 17-18, 2016, at the Sloan Convention Center in Bowling Green, Kentucky. Please find enclosed a training summary which includes a timed agenda describing each session and speaker biographies.

These sessions will offer six (6) hours each day with a maximum of twelve hours of continuing education credit for water district commissioners that attend both days. Approval for continuing education credit has been requested from the Kentucky Board of Water Treatment and Water Distribution System Operators. A copy of that application is included.

With this letter and enclosures, Kentucky Rural Water Association respectfully requests that this training be approved for continuing education credit for commissioners as referenced in regulation 807 KAR 5:070. If additional information is needed, please do not hesitate to contact our office.

Sincerely,

Janet Cole
Education Coordinator
j.cole@krwa.org

Enclosures (Original and 10 packets)

Kentucky Rural Water Association
2016 Management Conference
February 17-18, 2016
Holiday Inn University Plaza and Sloan Convention Center
Bowling Green, Kentucky

Learning Objective: The management conference will be directed toward the operators, managers, office personnel, and decision-makers of water and wastewater utilities. This year's conference will offer discussions on trends and ideas affecting our industry and will present ideas for planning and preparing for the future of drinking water and wastewater services in the Commonwealth.

A timed agenda and description of each session follows.

Day One – Wednesday, February 17, 2016

8:00 a.m. – 9:00 a.m. (DW / WW – 1.0 hrs.)

Session 1: Affordable Care Act Update
Kelly Harding, Harding Benefits Consulting

(Core Content: Planning, Capacity Development) The Affordable Care Act has been in effect for a couple of years now. While the ACA is not new anymore, it still has the potential to significantly affect the budgets of Kentucky utilities, their future planning, and their ability to maintain technical, managerial, and financial capacity. Stories in the news about ACA Coops going bankrupt have further unsettled the future outlook. Utilities may be faced with considerable changes to the cost and complexity of providing health insurance to their employees and may be wondering how the ACA will affect their operational ability, and their ability to provide quality service to their customers. Now that the law has been in full implementation, we know more about what the law will bring and a more accurate forecast can be made. This session will bring up to date information about the ACA and its potential effects on water and wastewater utilities.

9:20 a.m. – 10:20 a.m. (DW / WW – 1.0 hrs.)

Session 2: Cyber Security Insurance
Janet Smith, Bally Special Risk, Inc.

(Core Content: Security Training, Financial and Technical Capacity) Rural water and wastewater utilities are often the last utilities to adopt new technologies. Despite this, many now have websites for communicating to their customers and accept credit card and online payments from their customers. Not surprisingly cyber security is a major concern, especially for utilities which have recently begun using the new technologies. These concerns are not unfounded; in 2008 60% of organizations within the US experienced at least one breach. Water and wastewater utilities face data breaches with regards to the personal information of their customers and employees, technical aspects of their assets, and GIS locations of their assets. Breaches in these areas can pose major threats to the technical and financial capacity of the utility. Proper security methods are important, however more can be done. This session will cover insurance and liability protection service designed to protect small rural water and wastewater utilities if a data breach should occur. Proper cyber security insurance can significantly mitigate the financial risks and can be an important part of a utility's security program.

10:40 a.m. – 11:40 a.m. (DW – 1.0 hrs.)

Session 3: Water Utilities, Fire Departments, and ISO Ratings
Pete Conrad, Henderson County Water District.

(Core Content: Fire Hydrants, Distribution System Hydraulics, Storage) It might be impossible to point to two more important rural entities than rural water utilities and rural fire departments. Nothing shows this more than the process of determining ISO ratings. This process can be vitally important to rural residents and their bank accounts by potentially lowering their insurance payments. This then provides a return to the utility by increasing their customers' ability to afford the services of a water utility. The process also requires that the local water utility ensure that all of their hydrants are in good working order and their distribution system can provide the water. Using Henderson Co. Water District as the case study, this session will discuss the process of obtaining ISO ratings and the experiences encountered by the utility.

11:40 a.m. – 1:00 p.m. Lunch

1:00 p.m. – 1:30 p.m. (DW – 0.5 hrs.)

Session 4: What Makes Kentucky Great?

Gary Larimore and Andy Lange, Kentucky Rural Water Association

(Core content: Distribution Systems, Disinfection By-products) This session will cover factors that have led to success for Kentucky's drinking water utilities while also contributing to Disinfection By-product (DBP) compliance Issues. In many ways, Kentucky utilities lead the nation. Many factors have gone into making this possible, from adequate financing allowing utilities to manage their capacity development to regulations stemming from the USEPA, KY Division of Water, and the Public Service Commission. These factors have allowed Kentucky drinking water utilities to operate more efficiently and serve greater areas than utilities in other states. However, successes have come at a price. Kentucky has led the nation in water utility consolidation, which was a financially sound goal. Nevertheless, consolidation has led to more utilities becoming purchasers which resulted in water being pumped further than ever. This in turn, has contributed to increased difficulties in maintaining compliance with DBP limits.

1:45 p.m. – 2:45 p.m. (DW – 1.0 hrs.)

Session 5: Disinfection By-products in Kentucky

Sarah Gaddis, Kentucky Division of Water

Joe Burns and Donna McNeil, Kentucky Rural Water Association

(Core Content: Disinfection By-products, Water Treatment, Distribution System, Storage, Flushing) Kentucky Rural Water Association (KRWA) and Kentucky Division of Water (KDOW) have been working together to help find solutions to the Disinfection By-product (DBP) compliance issues which are occurring statewide. KRWA has been working with dozens of utilities that are experiencing problems with DBPs which has led to a wealth of experience. This session will discuss the findings of the KRWA/KDOW partnership covering everything from source water, treatment plant, disinfection methods, storage tanks, and distribution system operations.

2:45 p.m. – 3:15 p.m. (DW – 0.5 hrs.)

Session 6: Granular Activated Carbon (GAC) Filters for DBP Control and Removal. A Case Study

Matt Baker and Larry Cann, Cann-Tech, LLC

Kevln Shaw, Grayson County Water District

(Core Content: Water Treatment, Disinfection By-products) Disinfection By-products (DBPs) have been a problem for many utilities across Kentucky. This session will outline the steps taken by Grayson Co. Water District & their engineers through the use of Granular Activated Carbon to control & remove DBPs at their water treatment plant. This session will provide information to other water utilities looking to reduce the DBPs & show them the results of one utility's efforts.

3:30 p.m. – 4:30 p.m. (DW – 1.0 hrs.)

Session 7: Water Purchase Contracts and Water Quality

Damon Talley, Stoll Keenon Ogden LLC

(Core Content: Disinfection By-products, Regulations) Many water utilities across Kentucky purchase water from a wholesale provider. These systems disproportionately have problems with Disinfection By-product (DBP) compliance. Often DBP levels are at or near the maximum contaminate level (MCL) at the point of purchase. When this occurs, purchasing systems have little or no recourse and are still held responsible for MCL violations. This has resulted in utilities looking at including water quality requirements as part of water purchase contracts. This session will cover water purchase contract regulations, and the possibility of including water quality parameter requirements within purchase contracts.

Day Two – Thursday, February 18, 2016

8:00 a.m. – 9:00 a.m. (DW / WW – 1.0 hrs.)

Session 8: Success Takes Steps

Bob Cashion, S4 Water Sales and Service LLC

(Core content: Planning/Organization/Project Management) This presentation will provide fourteen administrative steps for management of any successful project. The ability to manage projects, people or any work must be learned. The subject matter of this session will provide topics to trigger the audience to think about their short comings and what pit falls have occurred in their organization of projects, routine daily work or events in their work careers. Flow charts and diagrams will be utilized to provide a simple structure to follow that offers guidelines for unifying projects and controlling slip-ups. Because of our industry's aging workforce, the development of leadership is an important part of administrative success and will be included in the discussion.

9:15 a.m. – 10:15 a.m. (DW – 1.0 hrs.)

Session 9: Chloramine Disinfection: Is It For You?
Jim Bruce, Hardin County Water District #1
James Jeffries, Hardin County Water District #2

(Core Content: Disinfection By-products, Disinfection, Water Treatment) With the problems many utilities have been having with Disinfection By-products, some utilities are looking at the use of chloramines for disinfection. In addition, other utilities are looking at chloramine disinfection because some of their neighbors have made the switch. This session will cover the decision process and experiences of two utilities that have gone through or are going through the switch to chloramines. They will discuss the reasons for their decisions and some of the technical hurdles they faced and are facing.

10:30 a.m. – 11:30 a.m. (DW / WW – 1.0 hrs.)

Session 10: Sharing Data – WRIS and Asset Inventory
Clay Kelly, Strand Associates
Adam Scott, Kentucky Infrastructure Authority

(Core Content: Asset Management) The Kentucky Infrastructure Authority maintains the Water Resource Information System (WRIS) for the purpose of providing a central point for the location of information about Kentucky's utilities. The system currently provides information gathered through the Area Development Districts and includes basic asset inventories. This session will cover the possibility being discussed of using the WRIS as a more in-depth clearing house for a utility's assets such that it would be a utility's primary asset management tool and even serve as the asset management plan. The online nature of the WRIS would mean that asset management plans could be updated continually as needed.

11:30 a.m. – 1:00 p.m. Lunch

1:00 p.m. – 2:00 p.m. (DW / WW – 1.0 hrs.)

Session 11: How to Keep the FBI from Calling You About a Data Breach
Robert Mohon, The Neil Group LLC

(Core Content: Security) In today's world, data security is a must. Data breaches are a concern for any utility that maintains a website or that uses credit cards to take customer payments. Once utilities decide to provide those conveniences to their customers, they take on the responsibility to ensure the safety of the data they collect. Besides the embarrassment & inconvenience a data breach may cause, there can be legal repercussions as well. This session will inform attendees of how to maximize the security of their data bases & how to meet required standards for data reliance.

2:15 p.m. – 2:45 p.m. (DW / WW – 1.0 hrs.)

Session 12: State Purchase Contracts
Joan Graham, Kentucky Office of Procurement Services

(Core Content: Financial Capacity) Utilities often use the bid process to obtain certain products and services. However, this can be complicated and time consuming and also isn't always necessary. In some cases, state purchase contracts can be used to obtain certain assets. This session will cover how utilities can use state purchase contracts to procure certain assets they need rather than use the bid process and will also cover the procedures and requirements of the program.

2:45 p.m. – 3:15 p.m. (DW / WW – 1.0 hrs.)

Session 13: Using the Kentucky Division of Surplus to Save Your Utility Money
Gary Thornton, Kentucky Division of Surplus Property

(Core Content: Financial Capacity) The state surplus property program disposes of excess federal & state surplus property (two distinct programs with different rules & regulations) in the most cost efficient manner & in the best interest of the Commonwealth of Kentucky & its citizens. The program promotes & facilitates sustainable reuse of personal surplus property to state & local governments & qualifying non-profit entities. A wide variety of items useful to water & wastewater utilities such as heavy equipment, vehicles, laboratory & computer equipment, or something as simple as office furniture, are often available. This session will show utilities how to take advantage of the state surplus property program to obtain needed equipment & materials at substantially reduced prices thus enhancing their financial capacity.

3:30 p.m. – 4:30 p.m. (DW / WW – 1.0 hrs.)

Session 14: Best Practices: A Checklist for Automating the Utility Office
David Palmer, QS/1

(Core Content: Managerial Capacity) The utility office isn't what it used to be! New technologies have made conducting utility office business more efficient than ever. This session will give attendees a checklist for automating and streamlining common utility office tasks and management.

Criteria for Earning Training Credits: Attendees will be granted credit for actual time attending the sessions. The maximum number of hours earned for day one will be six (6) hours. The maximum number of credit hours for day two will be six (6) hours. An individual sheet will be provided to each attendee to record their attendance. This sheet will be stamped by KRWA personnel after the completion of each session. Individuals must return the completed sheet to KRWA in order to receive credit for attendance.

With the information provided in this training summary/timed agenda, Kentucky Rural Water Association requests the approval of **twelve hours of continuing education credit for drinking water operators and water district commissioners** (six hours each day) and **seven hours for wastewater operators** (two hours on Day 1 and five hours on Day 2).

Speaker Bios

Kelly Harding is the principal owner of Harding Benefits Consulting, a firm which works with employers to design and implement effective benefit programs. He received a bachelor's in education from the University of Kentucky in 1985. Since that time, he has worked with national firms in sales, sales management, and sales training with a focus on a consultative approach to client solutions. He guides his clients through a strategic planning process creating personalized strategies in managing insurance plans, risk planning, employee benefits plan development, human resources, plan compliance, and wellness programs. He co-manages the Kentucky Association of Counties (KACo) Association Health Plan. Kelly has a Healthcare Consulting license and has earned certification from the American College of Financial Professionals in Healthcare Reform Studies.

Janet Smith became President of Bailey Special Risks, Inc. (BSR) in 2009 when she and two other long-term associates purchased the company. Janet started her career in insurance in 1986. She has filled the roles from account manager to managing underwriter to her present position. As President of BSR, she continues to market the company products and strives to educate the retail agents and potential insureds by teaching coverage features, sales strategies, and in-depth continuing education credit on Employment Practices Liability and Data privacy & Security coverages. She is a certified Continuing Education instructor in a number of states and is a widely known public speaker. Janet attended the Austin Peay State University and started her business career as a Buyer for the Cain-Sloan Department Store. She has been in the insurance field for over 25 years.

Pete Conrad is the Superintendent for Henderson County Water District. After growing up in the North Suburbs of Chicago, Pete spent a tour of duty in an infantry unit in the United States Marine Corps. After a medical discharge, he worked in the cable TV industry for a number of years working on everything from home installations to building co-ax nodes and fiber rings. He also worked in the natural gas industry, building pipelines and installing customer service on new mains. Pete next received a Bachelor's degree in History with a minor in Political Science from Southern Illinois University at Carbondale. Before becoming Superintendent of the Henderson County Water District, he administered grants as the Infrastructure Planner at Green River Area Development District.

Gary Larimore has been Executive Director of the Kentucky Rural Water Association since its formation in March, 1979. He received both Bachelor of Science and Master of Public Service Degrees from Western Kentucky University in Bowling Green, Kentucky. Mr. Larimore is responsible for the administration and day-to-day operation of the association's office. His duties include budgeting and financial management, personnel management, and acting as the primary representative with the membership, the board of directors, and other outside organizations. Other primary duties include representing the Association's legislative and regulatory interests as a full-time lobbyist and working with water-related groups and organizations.

Andy Lange is the Assistant Director for the Kentucky Rural Water Association (KRWA) and has been employed there since 1989. Prior to joining KRWA, Mr. Lange worked for the Barren River Area Development District for five (5) years, providing administrative and financial assistance to local governments in the ten-county BRADD region. Mr. Lange has earned a Bachelor of Science in Geography and a Master of Public Administration from Western Kentucky University in Bowling Green, Kentucky. Mr. Lange's duties include involvement with all management and administrative activities of the Association. Other responsibilities include: coordinating and monitoring internal membership activities, producing and editing KRWA printed publications, and assisting in the administration of KRWA finance programs. He has been involved in the production of operation and maintenance manuals for water systems, the final report for the KY River Authority Water Counts project, and Operation Review studies for utilities.

Sarah Gaddis has held the position of Manager of the Compliance & Technical Assistance Branch of the Kentucky Division of Water since April, 2015. She has been with the Commonwealth of Kentucky since 2001, serving in numerous roles. Ms. Gaddis is a Professional Geologist with geology degrees from Morehead State University (B.S.) and Miami University (M.S.). She has experience in direction of soil and groundwater remediation, environmental assessment and water quality.

Joe Burns has been with Kentucky Rural Water Association since April 1994. His experiences at KRWA have included implementing the NRWA source water protection program and oversight of the NRWA wellhead program and the Division of Water wellhead protection assistance grant. Joe currently oversees the Utility Optimization Program and works with utilities in the program to provide technical, managerial, and financial support. Prior to joining the KRWA staff, Mr. Burns was a Senior Groundwater Hydrologist for the Kentucky Division of Water beginning in July, 1991, where he was responsible for formulating Kentucky's Wellhead Protection Strategy. He also has experience in drilling and environmental monitoring. Joe holds Bachelor of Science and Master of Science degrees in Geology from Eastern Kentucky University.

Donna McNeil has been with Kentucky Rural Water Association since November 2013. She received her Bachelor of Science Degree in Civil Engineering from the University of Kentucky. In her position as a Compliance Specialist, Donna helps coordinate KRWA's Compliance Check program and assists Kentucky water utilities with compliance issues. Donna serves as the coordinator of the small system technical assistance project since 2013 and is directly involved with emergency response planning and the KYWARN Initiative. Prior to joining the KRWA staff, Donna was the Environmental Control Manager for the Kentucky Division of Water, where she was responsible for Kentucky's Drinking Water Program. Donna coordinated and implemented the capacity development program and the Drinking Water State Revolving Loan Program from 1997 to 2001. Donna also has experience in providing training on a wide-variety of water topics, reviewing engineering plans and specifications, on-site inspections, regulation development, and working with water-related groups and organizations. She also authored the CT Values guidance document and provided technical evaluation of the water treatment units.

Matthew Baker, PE is a licensed professional engineer with over 14 years of experience in the drinking water and wastewater fields. Matthew is currently a project manager with Cann-Tech, LLC; providing planning, design, and construction administration services for numerous utilities in Kentucky over the past 10 years. He was a Utility Engineer for the City of Maysville, KY for 1 year and worked as a Drinking Water Plan Reviewer at the Division of Water for 3 years. He received a B.S. in Civil Engineering from the University of Kentucky and an A.S. for Engineering from Eastern Kentucky University. He and his family reside in Lawrenceburg, KY.

Larry Cann graduated from Western Kentucky University with a Bachelor of Science, Environmental Earth Science with an Area of Concentration in Water Supply Engineering Technology. Larry's employment history consists of three years as a water treatment plant operator and 28 years as a private consultant. Mr. Cann's company, Cann-Tech, LLC, provides engineering, planning and management consulting services. During these 28 years, he has consulted for more than 100 Kentucky water/wastewater utilities.

Kevin Shaw began work with Warren Rural Electric Cooperative in 1994 as a service technician/water meter reader for the Grayson County Water District. In 1999 he assumed the position of Manager for the Grayson County Water District, a position he still holds today along with the District Manager duties for Grayson & Edmonson for the electric side of WRECC. He has held a Class III certification license in both water & wastewater operations and water distribution. While at Grayson County Water District he has seen the system grow to over 7,400 water connections serving greater than 99.0% of the Water District territory, construction of their first water treatment plant, and added 6 water storage tanks. Kevin began his career in 1978 in the small community of Caneyville beginning work as a summer youth worker for the City of Caneyville Water System. He also worked for the Hardin Co. Water District #1 for a number of years as Superintendent of Operations at the Radcliff waste water treatment.

Damon Taffey joined Stoll Keenon Ogden PLLC (SKO) on May 1, 2015. He is a member of the Utility & Energy practice. He practices out of the Hodgenville, Louisville, and Lexington, Kentucky offices. Damon brings to SKO more than 35 years of experience working in private practice focusing on public utility work. He serves as General Counsel of the Kentucky Rural Water Association and has served in this capacity since 1979. Damon received his J.D. from the University of Kentucky College of Law in 1975, and earned his B.S.M.E. in 1972 from the University of Kentucky College of Engineering.

Robert K. (Bob) Cashlon is a Nationally Certified Water Technologist, he holds class IV Water & Wastewater operators licenses in several states and has been providing water & wastewater related training for over 38 years, he is the Business Development Manager for S4 Water Sales & Services, and is involved extensively in operations and maintenance issues of filtration systems and water quality assessment projects. He is an active member in the AWWA and NRWA and various State associations where he has won several outstanding educational leadership awards. He has a BS degree in Environmental Health & Technology from Missouri Southern State University and a graduate of the Water & Wastewater Technical College, Neosho, MO.

Jim Bruce has been General Manager for the Hardin Co. Water District #1 since 1994. Before that he worked twelve years with the Loveland, Colorado Water & Power Department as a Project Coordinator, Associate Engineer, Rate Analyst, Business/Finance Manager and Finance/Accounting Manager. Jim holds a B.S. in Business Administration/Finance from Regis University in Denver, Colorado with minors in Economics and Computer Science.

James R. Jeffries, better known as JJ, became General Manager of Hardin County Water District No. 2 in August 2006. He holds a Bachelor of Science degree in Mechanical Engineering from the University of Kentucky and an MBA from Western Kentucky University. He has a Class IV-D Drinking Water Distribution Operator Certification and a Class II-A Water Treatment Plant Operator Certification. Before joining the drinking water utility industry, Mr. Jeffries spent fifteen years in the automotive manufacturing sector where he held positions in the engineering and production management fields.

Clay Kelly has been with Strand Associates since 1996. He serves as the Business Development/Project Engineer and Assistant Director of Marketing. Clay earned his B.S. in Mechanical Engineering from the University of Louisville in 1993. Before joining Strand, he served as the Water Development Engineer for the Baptist Mission of Ethiopia from 1993-1996.

Adam Scott is a Staff Assistant for the Kentucky Infrastructure Authority (KIA). Adam also serves as the WRIS Resource Analyst for KIA. The WRIS Portal provides much of the information needed for all aspects of water and wastewater planning and emergency management decision-making. This portal is designed to bring together information from a multitude of sources and display that information in one easy to use web application. Adam received a Bachelor of Science degree in Public Administration from Murray State University in 2006 and a Master of Public Administration (MPA) in 2011, also from Murray State University.

Robert Mohon of The Nell Group is a veteran of the credit card, debit card and check processing industry. In 1995, Robert began his career in the credit card processing industry and set up one of the very first websites to accept online credit card payments. With a degree in Marketing from Auburn University, Robert has helped grow the client base of the company through sales process development, CRM, and client support improvements. Robert is an Ambassador of the Brentwood Chamber of Commerce (TN), a Board Member of the Nashville Investors Group, and past member of the Minds In Motion Advisory Board and Nashville Business Breakfast Club. His expertise includes advising clients on security (customer, employee, office), technology, internal controls, interpersonal skills, leadership, and social media/public relations.

Joan Graham, CPPO, CPPB, is a lifetime Kentuckian, born and raised in Campbellsville, Kentucky, and graduated with a Bachelor of Science degree from the University of Kentucky. She began her career with Kentucky state procurement in 1991 as a buyer for the Cabinet for Human Resources and is currently working in the Finance and Administration Cabinet, Office of Procurement Services as the Deputy Executive Director. Joan has served on various statewide committees for the Commonwealth including Governor Beshear's Smart Government Initiative. She has been active in the Kentucky Public Procurement Association (KPPA) for most of her state government career and holds both a CPPO and CPPB certification. She has served on the KPPA Board of Directors in many capacities including serving as President from 2002 through 2004. She was the 2005 and 2009 KPPA Manager of the Year. Joan served on the NIGP Board of Directors since 2012 and is currently serving on the NIGP Member Council.

Gary Thornton has worked in the Kentucky Division of Surplus Property for the last fourteen years. For the past seven years he has been the Federal Program Coordinator for this department. His work experience also includes: Auto Technician for 17 years, Trucking Company Manager for six years and a General Contractor for three years. Gary and his family reside in Frankfort where he also serves as an Archery in the Schools instructor.

David Palmer has been with QS/1 Data Systems since 2006 where he manages and maintains a staff overseeing data management and storage. QS/1 provides financial and billing software to small and medium-size municipalities and utility districts. Their goal is to provide robust fully functional large scale software solutions and services to a market that in the past has been unaffordable to the smaller markets. Previous work experience includes that of Director of the Homestudy Continuing Education Department for Pharmacists at the UK College of Pharmacy and for Cardinal Health where he supervised national installations of pharmaceutical software. David has also served with the U. S. Army.

<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: 3251 Spring Hollow Avenue

City, State and Zip: Bowling Green, KY 42104

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: 2016 Management Conference

Holiday Inn University Plaza/Sloan Convention Center-Bowling Green, KY

B. Location and Date/s: February 17-18, 2016

C. Cost per Student or Group: \$ 150.00

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

- | | | | |
|---|-------------------------------------|--------------------------------------|---|
| <input checked="" type="checkbox"/> Classroom | <input type="checkbox"/> Web/Online | <input type="checkbox"/> Laboratory | <input type="checkbox"/> Exhibition |
| <input type="checkbox"/> Field | <input type="checkbox"/> CD-ROM | <input type="checkbox"/> Video/Audio | <input type="checkbox"/> Correspondence |
| <input type="checkbox"/> Other (Explain) | _____ | | |



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

Drinking Water Treatment, Distribution and/or Bottled Water: 12 hrs.

Wastewater Treatment and/or Collection: 7 hrs.

(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: 

January 4, 2016