



Kentucky Rural Water Association

Helping water and wastewater utilities help themselves

June 16, 2016

RECEIVED

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Public Service
Commission

Mr. Aaron Greenwell, Acting Executive Director
Kentucky Public Service Commission
P. O. Box 615
Frankfort, KY 40602-0615

Dear Mr. Greenwell:

Kentucky Rural Water Association will host its 37th Annual Conference and Exhibition, **Tools for Success**, at the Galt House Hotel & Suites in Louisville, Kentucky, on August 22-24, 2016. We respectfully request that this training be approved for Commissioners as referenced in regulation 807 KAR 5:070.

Please find enclosed a training summary/timed agenda which includes a description of each session and speaker information. An "Application for Approval of Courses for Continuing Education Credit" has been submitted to the Kentucky Board of Certification of Water Treatment & Distribution System Operators and the Kentucky Board of Certification of Wastewater System Operators. A copy of the application is included.

With this letter and enclosures, Kentucky Rural Water Association requests the approval of a maximum of twelve (12) hours of continuing education credit for Water District Commissioners. 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 copies)

**Kentucky Rural Water Association's
37th Annual Conference and Exhibition – *Tools for Success*
August 22-24, 2016
The Galt House Hotel & Suites, Louisville, Kentucky**

Learning Objective: This 3-day Annual Conference will be directed toward the operators, managers, office personnel, and decision-makers of water and wastewater utilities in Kentucky. The expertise of peers, technical assistance providers, industry professionals, and government agencies will help utilities find “**Tools for Success**” for some of the challenges affecting our industry.

Training Summary/Timed Agenda

Monday, August 22, 2016 Combined Water and Wastewater Training (8:30 a.m.-4:20 p.m.)

8:30 a.m. – 9:30 a.m.

1 hr. (DW/WW)

Session 1: How to Develop a Contingency Plan

Presenter: Sean Farrell, Service Pump & Supply

Having an Emergency Contingency Plan is essential in the event of natural or man-made disasters. Knowing what to do and who to contact to maintain basic services is an essential part of any plan. An Emergency Contingency Plan with the essential information at your fingertips will help in making the right decisions and eliminate confusion of how to deal with the emergency at hand. Preparedness is the key.

9:40 a.m. – 10:40 a.m.

1hr. (DW/WW)

Session 2: Kentucky Watershed Watch

Presenter: JoAnn Palmer, Kentucky Division of Water, Watershed Watch

This session will cover the Kentucky Watershed Watch program. It will detail what the program does, its purpose, and how it uses volunteers to collect river samples. This session will also discuss a way for drinking water and wastewater operators to get involved with their local watershed watch group by collecting samples, and possibly earning continuing education credit while doing so.

10:50 a.m. – 11:50 a.m.

1hr. (DW/WW)

Session 3: Using New Vibration Technology In Predictive Maintenance

Presenter: Jeff Merman, Automatic Controls Company, Inc.

Vibration Measurement is one of four measurements of Predictive Maintenance. It can be a great insurance policy or a false sense of security. This discussion will review some basic considerations and application for water and waste water pump and fan applications. This discussion will review basic considerations and uses for water and wastewater pump and fan applications and the possible cost savings.

11:50 a.m. – 1:00 p.m.

Lunch

1:00 p.m. - 2:00 p.m.

1hr. (DW/WW)

Session 4: Easements

Presenter: Paul Nesbitt, Nesbitt Engineering, Inc.

Easements are a necessary part of almost every project. This presentation will discuss easements and property rights that could impact the project. This will include a presentation of deed descriptions so that the needed easements can be determined. This presentation is from the perspective of a registered Land Surveyor who has experience in writing and obtaining easements.

2:10 p.m. – 3:10 p.m.

1hr. (DW/WW)

Session 5: The Importance of Coating Concrete

Presenter: Brad Gresham, Utility Service Company, Inc.

The drinking water and wastewater industry makes significant use of concrete structures. Though frequently marketed by fabricators as “maintenance-free” concrete assets need to be a part of an ongoing sustainable asset management program, of which coatings are an integral part. Currently, the vast majority of these structures are uncoated. An overview on the basics of concrete and problems associated with concrete will be presented. A discussion on maintenance to protect this asset will allow attendees to see the benefits of coating existing and new concrete structures.

3:20 p.m. – 4:20 p.m.

1hr. (DW/WW)

Session 6: The Tale of 3 Treatment Plants

Presenter: Gregory Dutton, Goldberg Simpson LLC

This session discusses the legal and regulatory ramifications for 3 treatment plants in Kentucky that were poorly maintained and also faced financial difficulties. This presentation discusses the process and outcome of each plant and how it can relate to both drinking water and wastewater utilities.

2:10 p.m. – 4:10 p.m.**2 hrs. (DW)****Session 7: A History of Kentucky's First Public Water Provider****Presenter: Kelley Dearing-Smith, Louisville Water Company**

Louisville Water Company (LWC) began as Kentucky's first public water provider in 1860. Participants in the tour will view the original pumping station at the historic water tower and the Crescent Hill Reservoir. As attendees are bused to and from the Galt House, videos will provide a glimpse of Louisville Water Company's contribution to safe drinking water through its innovations in science and engineering. From coal and steam to electricity and computers, the changes LWC has enacted to ensure the safest possible drinking water and to certify compliance with decades of changing federal and state regulations will be discussed during the tour.

Tuesday, August 23, 2016 Concurrent Sessions (1:30 p.m. – 4:50 p.m.)**Concurrent Session A (Nunn Room)****1:30 p.m. – 2:30 p.m.****1 hr. (DW)****Session 8A: Utilizing Treatability Studies****Presenter: Steven Jones, Water Management Services, LLC**

This presentation will provide information for water systems on how to conduct onsite treatability studies at water treatment plants. These studies help to identify process modifications that can be made at the treatment plant to lower the formation of DBPs. This session will also provide information about advanced treatment process that can be added at treatment facilities.

2:40 p.m. – 3:40 p.m.**1 hr. (DW)****Session 9A: Fire Hydrant and Gate Valve Operation and Maintenance****Presenter: Luke Darby, EJ USA**

This presentation will cover important facts related to the operation and maintenance of fire hydrants and gate valves. Attendees will be exposed to methods for installation, operation, flushing procedures, trouble shooting, and also specification basics. A fire hydrant and gate cut-away will be used throughout the course to aid the learning process.

3:50 p.m. – 4:50 p.m.**1 hr. (DW)****Session 10A: Potable and Industrial Water Treatment****Presenter: Jim Collins, Brenntag Mid-South, Inc.**

This session will cover how a chemical treatment program can assist the municipal operation in their desire to produce better water quality. With everything that's happened in Flint & Toledo – operators today need to know what chemistry is available and what true function of these chemistries are in potable water. Also covered in this session will be a discussion of industrial water treatment. Industries take their water and further treat it to create a product for use in their production facility. An explanation of the specifications of industrial water and what industry does to achieve a new specification of water for use in their facility will be included.

Concurrent Session B (Breathitt Room)**1:30 p.m. – 2:30 p.m.****1 hr. (WW)****Session 11B: Aeration and Lagoon Enhancement Practices****Presenter: Jason Bradley, Bradley Innovation Group/Covalen**

Lagoons are an effective form of treatment, but they can have some issues that can hinder their overall performance of providing clean water. There are typically 6 common issues that lagoons will have that can keep them out of compliance. This session will discuss those common problems and how an operator can fix them. Many of the tips addressed in this session can also benefit plants that use settling basins, EQ Basins and more.

2:40 p.m. – 3:40 p.m.**1 hr. (WW)****Session 12B: O&M Considerations for Low Pressure Sewer****Presenter: Keith McHale, Environment One Corporation**

Misconceptions of low pressure sewer systems can create apprehension for communities considering an appropriate solution for their wastewater collection needs. Utility personnel may be reluctant to incorporate low pressure sewers due to concerns on the operation and maintenance efforts and costs. This presentation provides data on several pressure sewer installations and de-mystifies many of the related concerns.

3:40 pm – 4:40 pm**1 hr. (WW)****Session 13B: Proactive Sampling Programs: Avoiding Difficult Effluent & Local Limits****Presenter: Bradford Derrick, DLZ Kentucky, Inc.**

This presentation will discuss proactive sampling strategies, costs and potential impacts. Topics will include sampling frequency & analysis methods, reasonable potential analysis, and local limits. The development of a proactive sampling program for conventional pollutants and heavy metals can provide substantial benefits for POTWs and their customers. Annual effluent monitoring may not seem like a major event for most plants, but the results of this one sample per year can have big impacts on permit limits, and the ability to accommodate industry within the community.

Concurrent Session C (Combs-Chandler Room)**1:30 p.m. – 2:30 p.m.****1 hr. (DW/WW)****Session 14C: Regionalization: From Inception to Commission and Beyond****Presenter: Robert Pickerill, Bell Engineering and Sonny Renfrow, former Mayor of Livermore**

As regionalization becomes more common in Kentucky for both wastewater and water utilities, understanding the complex process of regionalization becomes more important. This session will discuss the journey of how the McLean County Regional Water Commission was formed in support of the new McLean County Regional Water Facility project currently under construction. From identifying the need for the Commission, to discussing how the group came together, to defining the structure of the Commission, this session will focus on how local leaders collaborated to overcome challenges and ultimately developed a project with a county-wide impact.

2:40 p.m. – 3:40 p.m.**1 hr. (DW/WW)****Session 15C: RD Apply – What is it and Why is it Important?****Presenter: Anthony Hollinsworth, USDA Rural Development**

RD Apply is an application intake system that allows you to apply for loans and grants for Rural Utility Services (RUS) Programs. This process is designed to significantly streamline and speed up the application process through 24/7 accessibility and added security when accessing.

3:40 p.m. – 4:40 p.m.**1 hr. (DW/WW)****Session 16C: Utility Regulatory Forum****Presenter: Damon Talley, General Counsel, Kentucky Rural Water Association**

Water and wastewater personnel must keep abreast of issues affecting the industry. This session will be a forum to discuss regulatory and compliance matters currently affecting utilities.

Wednesday, August 24, 2016 General Session (8:30 a.m. – 11:50 a.m.)**8:30 a.m. – 9:00 a.m.****.5 hr. (DW/WW)****Session 17: Tools for Success from a Kentucky Legislator****Presenter: Senator David Givens, President Pro Tem**

This session will provide a message from the Kentucky Legislature and will address the success of Kentucky's water and wastewater utilities.

9:00 a.m. – 9:30 a.m.**.5 hr. (DW/WW)****Session 18: Tools for Success from the Energy and Environment Cabinet****Presenter: Charles Snavely, Secretary of the Energy and Environment Cabinet**

This session will provide an update on DOW and other agencies within the Energy and Environment Cabinet including personnel changes and a move of offices to a new facility. The transitions and what they mean for water and wastewater utilities will be addressed.

9:40 a.m. – 10:10 a.m.**0.5 hr. (DW/WW)****Session 19: Tools for Success from the Department for Local Government****Presenter: Sandra Dunahoo, Commissioner of the Department for Local Government**

This session will focus on the Department for Local Government including some of their programs and initiatives that water and wastewater utilities can take advantage of.

10:10 a.m. – 10:40 a.m.**0.5 hr (DW/WW)****Session 20: Tools for Success from the Public Service Commission****Presenter: Robert Cicero, Commissioner, Public Service Commission**

The Public Service Commission has experienced significant staff turnover due to retirements in recent years. This session will cover some of changes PSC is dealing with as well as provide an update on PSC activities and specific issues they have encountered with water and wastewater utilities.

10:50 a.m. – 11:50 a.m.

1 hr. (DW/WW)

Session 21: Tools for Success In Handling Utility Emergencies: Lessons Learned**Presenter: Greg Heltzman, Blue Water Kentucky**

Utility disasters are not always the result of mother-nature; some disasters are created from within. This session will use the example of the lead disaster in Flint, Michigan, as an example of what can happen and how bad the problems can get when they are ignored. While the lead problem received the media coverage, the reality is that Flint was an emergency created by mismanagement and bad decision-making. Kentucky has a number water and wastewater utilities that have suffered from disasters of their own making or are dangerously close to doing so. For this reason the story from Flint is a great tool for illustrating the serious outcomes from bad management for both water and wastewater utilities and the lessons that can be learned from this disaster.

Request for Continuing Education Credit

The twenty-one sessions presented during this three-day event will offer a total of 17 hours of continuing education training for drinking water and 15 hours for wastewater. The maximum number of hours that can be earned each day is listed below.

Monday, August 22, 2016	6
Tuesday, August 23, 2016	3
Wednesday, August 24, 2016	3
	6

Total maximum continuing education credits: 12

Criteria for Training Credits: Credit will be granted for actual time attending a training session. An individual sheet will be provided to participant to record attendance at the sessions. This sheet will be stamped by Kentucky Rural Water Association (KRWA) personnel after the completion of each session. Individuals must return the completed sheet to KRWA before leaving the conference to receive continuing education credit.

With the breakdown of hours as noted above, Kentucky Rural Water Association requests the approval of all sessions with a maximum that can be earned of twelve (12) hours continuing education credit for water district commissioners and drinking water/wastewater operators.

SPEAKER BIOS

Sean Farrell is the principal engineer at Service Pump & Supply. Previous to joining Service Pump last summer, Sean spent the previous 15 years as a Project Manager for J.H. Fletcher & Co., where he designed and over saw construction of underground mining equipment. Sean received his undergraduate engineering Degree from Purdue University and a Masters in Engineering from Marshall University. Sean is a registered Professional Engineer in the State of West Virginia & the Commonwealth of Kentucky. Sean has been married to his high school sweetheart, Michelle, for the last 13 years and together they have two children, a seven year old daughter Carly & a five year old son Collin.

Joann Palmer is the Trainer for Watershed Watch in Kentucky. Her experience with Watershed Watch began on March 1, 2000, when she was asked to manage the KY River Basin (March 1, 2000-December 31, 2009). Joann has been training volunteers since 2000 and worked with the team to update training protocols in 2012. Ms. Palmer has been with the Division of Water since 2007, working in the Water Watch office. She serves as the Treasurer, Assistant Grant Facilitator, Equipment Manager and Trainer for Watershed Watch in Kentucky.

JEFF MERMAN, President, Automatic Controls Co., has over 30 years of experience in Kentucky in the Industrial Instrumentation and controls business. Jeff holds an Associate's degree in Industrial Engineering from Northern Kentucky University.

Paul Nesbitt founded Nesbitt Engineering in 1976, in Hazard, Kentucky. For more than thirty years, the firm has provided professional engineering consulting services in a broad range of disciplines including solid waste management, civil engineering, mining engineering, oil and gas consulting, surveying, and environmental sciences. The corporate office relocated to Lexington in 1980, retaining the Hazard location as a branch office. During 1998, we purchased Baldrige Engineering in Prestonsburg and expanded our oil and gas consulting services. These strategic office locations conveniently service clients throughout Kentucky and afford us quick access to project sites, and to regulatory agencies in Frankfort.

Brad Gresham is a Water System Specialist with Utility Service Company whose territory includes eight southeastern states with a primary focus on Water Quality, Water Well Services, Asset Management, Water Conservation and Communications and Site Management. He has a Bachelor's degree in Political Science and a Master's degree in Public Health from Emory University and has worked in the water industry for over ten years. Before joining USG, Brad worked as the Director of the Coweta County Water and Sewerage Authority in Newnan, Georgia as well as Water Quality Municipal Sales in the southeast.

Gregory Dutton is Of-Counsel with the Louisville law firm of Goldberg Simpson. His primary areas of practice include utility and energy practice, environmental litigation and regulatory compliance, and administrative law. Mr. Dutton graduated from Miami University of Ohio in 2004 with a degree in Environmental Science. He attended Pace Law School in White Plains, New York, graduating with a certificate in Environmental Law.

Kelley Dearing Smith currently serves as the Manager of Strategic Communications for Louisville Water Company. Kelley's background includes a degree in Communications, nine years progressive broadcast media experience and nine years public relations experience in a major metropolitan public utility. Prior to Louisville Water Company, Kelley served as Assistant News Director and Executive Producer for WHAS-TV. She coordinated news coverage for the station's evening newscast, supervised a staff of sixty and managed special event programming.

Steven Jones P.E., a partner with Water Management Services, LLC, has been working in the municipal water and wastewater industry for the past 15 years. Steven graduated from the civil and environmental engineering program at Tennessee Technological University in 2003. While attending college, Steven worked as a water treatment plant operator, which has provided valuable insight into the operation and design of treatment facilities. Since joining Water Management Services, he has focused on water treatment plant design and regulatory compliance issues for water systems. Over the past 8 years he has helped many municipalities in the struggle to comply with the Stage 2 Disinfectants and Disinfection Byproduct Rule.

Luke Darby started with EJ USA in November of 2014. As an outside salesman, I currently cover the entire state of Kentucky and the southern portion of Ohio including the cities of Cincinnati and Dayton. I handle all sales and engineering requests for our hydrant and valve line as well as our extensive street casting product offering. I earned a bachelor's degree in Construction Management from BYU-Idaho in 2007 and started working with Ferguson Waterworks as a management trainee. During my 7 years with Ferguson, I as a trainee, inside salesman, outside salesman and spent my final 3 years with the company as the branch manager of the Richmond, Kentucky office. I take great pride in working for EJ, a family owned business that is dedicated to offering local perspective for our customers' needs.

Jim Collins is the Business Development Manager for Brenntag Mid-South, Inc. He has 37 years of experience in the industrial chemical industry. He is currently President of Indiana Industrial Operators Association, a Registered Industrial Waste Water Professional in Indiana, a Certified Electro Finisher, and is on the Board of Directors of the Indianapolis Branch of the National Association of Surface Finishers. Jim holds a Bachelor's Degree from Indiana State University – major in marketing – minor in economics.

Jason Bradley's experience in water treatment started as a young age in the aquaculture industry. In the mid 1980's his dad converted their traditional farm to an aquaculture operation. Not only did he learn about the mechanical filtration of water, but also about the biological process as well. Although his formal schooling was in business, he gained quite an education not only raising different species of aquatic animals such as tilapia, yellow perch, striped bass and saltwater shrimp, but he was also there for the development of the equipment that allowed them to raise these animals indoors. He played an integral part in gaining four US patents for the equipment used. This equipment was seen by some individuals from Purdue University's civil engineering department, and advised that this energy efficient equipment might be perfect for the wastewater treatment business. Jason's unique background in water treatment allows him to look at water quality issues in a completely different light. When dealing with a complete ecosystem that needs to thrive for clean water, all aspects need to be considered. His company, Bradley Innovation Group (BIG), is taking the common sense approach used on their farm and bringing it to the wastewater treatment industry. Jason's expertise covers everything from hydraulic adjustments and micro-bubble aeration to using MBBR technology to remove ammonia in the water.

Keith McHale, PE, has more than 20 years of experience in wastewater collection and treatment, including gravity and pressure sewer design and infiltration and inflow (I & I) evaluations. He is the I & I project manager for Environment One Corporation and holds a Bachelor of Science in civil engineering from the University of Massachusetts at Amherst. McHale Image 2. Wet-well/drywell design is also a member of WEF and NEWEA.

Bradford Derrick, P.E. is a licensed Civil Engineer in Kentucky. He has BS and MS degrees in Civil Engineering from Purdue University. He has worked in consulting since 2005 with a primary focus on wastewater services, including wastewater treatment, pretreatment, pumping stations, wet weather programs, MS4 programs and NPDES permit compliance for municipal and industrial clients throughout the Southeast and Midwest. He is currently a Project Engineer with DLZ, in their Louisville Kentucky office. Brad has also been an instructor for the Water Training Institute at Western Kentucky University and also serves as the City Engineer for the City of Audubon Park, KY.

Robert Pickerill is an Associate at Bell Engineering and serves as the Regional Office Manager for the Hopkinsville, Kentucky office. He is a graduate of Western Kentucky University, a registered professional engineer and offers over 38 years of experience in the industry. Mr. Pickerill began managing the Hopkinsville office in 2000 after spending approximately 20 years in the construction industry managing major governmental and private sector construction projects. Mr. Pickerill was involved heavily in stormwater management as a consultant prior to embarking on a construction career and has focused on stormwater along with water and wastewater engineering since returning as a consultant.

Anthony Hollinsworth became Program Director for the Kentucky Area USDA Rural Development in April 2016. Anthony is a graduate of Western Kentucky University and previously worked at the Community Programs Specialist for Rural Development from 2004 until April, 2016. Previous positions held with RD are that of Farm Loan Manager, County Supervisor, and Extension Specialist.

Damon Talley 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.

Senator David Givens is the President Pro Tem of the Kentucky Legislature.

Charles Snavely is Secretary of the Energy and Environment Cabinet.

Sandra Dunahoo is the Commissioner of the Department for Local Government

Robert Cicero is a Commissioner with the Public Service Commission.

Greg Heltzman, P.E., is with Blue Water Kentucky and formerly of the Louisville Water Co. and Louisville Metropolitan Sewer District. He currently serves as chairman of the Lead in Drinking Water Workgroup.

<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: 37th Annual Conference and Exhibition - Tools for Success

B. Location and Date/s: Galt House Hotel & Suites, Louisville, KY August 22-24, 2016

C. Cost per Student or Group: \$ _____

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: 16 hrs. (Maximum 12)

Wastewater Treatment and/or Collection: 14 hrs. (Maximum 12)

(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

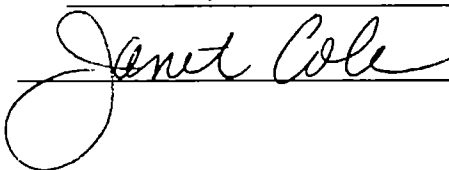
IV. Additional Attachments (required for distance learning courses, optional for other training):

- 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: 

June 6, 2016