

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

Filing Requirements Checklist

(Applicable Authority: 807 KAR 5:070, Section 1)

Case No. \_\_\_\_\_ Applicant Name \_\_\_\_\_ Received Date \_\_\_\_\_ Form Circulation Date \_\_\_\_\_

Instructions:

- 1) Each division noted by checkmark ( ) is to complete its review and pass on within two 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 to Docket Section following review by all divisions.

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
	<u>807 KAR 5:070:</u>						
Filings	Section1	(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					

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met		Waiver Requested	Approve Waiver?	
			Yes	No		Yes	No
Legal		presenting the program (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	Section 4(10)	Has submitting party redacted –					
		- 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					