



SECTION I: APPLICATION PROCEDURE

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Planning & Zoning
248-5093

Solid Waste & Recycling
248-5092

Finance
248-5080

Income Tax
248-5082
248-5099 Fax

Building Dept.
248-5098

Utility Billing
248-5081

Wastewater
831-6982

Water
831-6819

Street/Service
831-7018

Non-Emergency

Police
248-5084
248-5089 Fax

Fire/EMS
831-7777
831-7786 Fax

Part A: Getting Started

Stormwater Utility Department
745 Center Street Suite 200
Milford, Ohio 45150
Phone: (513) 248-5092

<http://www.milfordohio.org>

Each of the credits offered by the City of Milford's stormwater program are based on three primary stormwater management standards. We encourage you to use the three primary documents as baseline guidelines for preparing your credits application, as follows:

- The City of Milford 1991 Sub Division Regulations;
- The Milford Water Management and Sedimentation Control Standards located on our website at http://www.milfordohio.org/pdf/building/WMSC_Regulations.pdf; and
- It is suggested that you obtain a copy of "Rain Water and Land Development" Ohio's Standards for Stormwater Management Land Development and Urban Stream Protection for support documentation from the Ohio Department of Natural Resources, Division of Soil and Water Conservation, Fountain Square Court, Columbus, Ohio 43224 (614) 265-6610 or fax (614) 262-2064. (You can call and order and they will bill you later).

The following are key criteria that must be considered for every credit application:

- The maximum credit to be received will not exceed 50% of the stormwater bill.
- No partial credit will be given for any management practice.
- Length of review by City staff will be within a reasonable time period.
- Credit will only be offered for that portion of the property that the management practice applies.
- Management practices submitted for credit consideration shall meet current City of Milford drainage requirements where appropriate.
- Flow must be restricted if existing storm sewer cannot be shown as adequate to handle increased discharge.
- All excess stormwater runoff must be retained within the boundaries of the development or stormwater easement and stored in a detention facility as described in either the Milford Sediment Control Standards and/or the Ohio Rainwater and Land Development Manual.
- Only those non-residential family properties that contain 5 or more ERU's may apply and/or qualify for credits.
- This does not include properties that fall under the statewide Construction Activity general permit. However, if a facility is properly designed and properly constructed to meet the City of Milford stormwater minimum requirements, it can be allowed and potentially receive credit under this credit program.
- The application fee will be waived for those applicants that apply for credit before December 1, 2004.

Part B: Assemble Data

Supporting data is needed to support each credit applied for. The type of supporting data varies depending on the type of credit requested as shown in the table below.

Supporting Data Requirements:

The following is a list of potential supporting data that will be required with your credit application submittal. Please provide as all pertinent information with your application. This will expedite the City’s review process of your credit application. Table 1 illustrates the minimum required information for each of the given management practices and credits. You are encouraged to provide additional information not included in the matrix that will be appropriate for your property and assist in evaluating your properties credits.

Site Plans and Surveys

- _____ Adjoining lakes, streams, or other major drainage ways
- _____ Existing and proposed contours
- _____ Impervious delineation and labels (buildings, driveways, etc.)
- _____ Drainage area map, including off-site areas draining through the site
- _____ Size and location of all stormwater structures
- _____ Construction Drawings if not previously approved
- _____ Plat Maps
- _____ Engineer or Surveyor Stamp
- _____ County Auditor Maps
- _____ Other permits

Calculations

- _____ Hydrologic calculations for undeveloped and developed land uses
- _____ Hydraulic calculations stage-discharge relationships of controls
- _____ Floodplain encroachment calculations

Maintenance Management Plan and Schedule

- _____ Maintenance Management Plan
- _____ Maintenance schedule of all operations that affect the efficiency of the structural control including mowing, sediment removal, cleaning, planting, monitoring, watering, and channel restoration
- _____ Maintenance Agreement

Easement and Deed Restriction for inspection access and long term maintenance of BMP

- _____ Easement
- _____ Deed Restriction
- _____ Other _____ (Please describe)

Other Data

- _____ Education Plan
- _____ Adopt A Road/Stream Application
- _____ Clean Up Participation
- _____ Other _____ (Please describe)
- _____ Pollution Prevention Plan
- _____ Brownfield Certification
- _____ NPDES Permit

Table 1 – Credits Application Supporting Documentation Requirements by Credit Type

Table 1	Credit Type												
	Post Construction Stormwater Quality			Permanent Runoff Control			Stream Channel Construction		Other				
	Filter/Buffer Strips	Infiltration Trench	Water Quality Ponds	Detention / Retention	Dry Wells	Grass Line Conveyance	Riparian Water Quality	Stream Restoration	Experimental BMP's	Direct Discharge	Education	Adopt a Road/Stream	Brownfield Reuse
Site Plans			X	X	X	X	X	X	X	X			
Site Survey	X	X	X	X	X	X	X	X	X	X			
Calculations	X	X	X	X	X	X	X	X	X	X			
Maintenance Management Plan	X	X	X	X	X	X	X	X	X	X			
Maintenance Schedule	X	X	X	X	X	X	X	X	X	X			
Easement	X	X	X	X	X	X	X	X	X	X			
Deed Restriction	X	X	X	X	X	X	X	X	X	X			
Engineer/Survey Stamp	X	X	X	X	X	X	X	X	X	X			
Education Plan										X	X		
Adopt A Stream/Road Plan												X	
Clean Up Documentation												X	
Proof of Brownfield Documentation													X
Pollution Prevention Plan	X	X	X						X	X			

Part C: Credit Estimation Calculation

Step 1: Calculate the estimated impervious area of property

- Obtain a “user fee” from the billing statement.
- Divide user fee by \$5.50/ERU to determine ERU’s.
- Multiply ERU’s by 2,400 sq.ft. to determine the approximate amount of impervious area on site. (NOTE: Because bills are based on a rounded ERU, the actual impervious area on the property may be different)

Step 2: Determine area available for credit on site.

- Determine the percentage of property area benefited by the management practice and BMP.
- Multiply fraction of property benefited by total impervious area to obtain modified Impervious Area for amended charge.

Part D: Instructions for Completing the Credits Application Form

Section A - Applicant

- Name, address, e-mail and phone number of the person or persons responsible for stormwater charge.
- Account Number from stormwater billing statement.

Again, we encourage you to use the three primary documents as baseline guidelines for preparing your credits application, including, the 1991 City of Milford Sub Division Regulations, the Milford Water Management and Sediment Control Standards Document and it is suggested that you obtain a copy of *“Rain Water and Land Development”* Ohio’s Standards for Stormwater Management Land Development and Urban Stream Protection. This will be used the primary guidelines and documentation to approve your application. In addition, if you have documentation from other states that offer experimental BMP’s not listed in this application, the City of Milford will consider “experimental BMP’s that are proven to work as long as the documentation is included as part of your credits application documentation.

Section B - Site Information

- Location where credit is to be applied.
- Impervious area and ERU’s for entire property are based on applicant’s estimate (See Part C- Credit Estimation Calculation above).

Section C – Engineer/Surveyor of Record (If required by credit)

- Name, address, e-mail and phone number of the Certifying Engineer.
- Certification includes engineers stamp.

Section D - Data Submittal Check List

- List material being submitted in unshaded areas.

Section E - Credit Summary

- Applicant lists credits being applied for.

Submit Data, Application and Fee to:

Stormwater Utility Department
745 Center Street, Suite 200
Milford, Ohio 45150
Phone: (513) 248-5092
<http://www.milfordohio.org>

Application Fee: Applications received prior to December 1, 2004 will not require an application fee. After December 1, 2004, a \$100.00 application fee payable to the City of Milford will be required in order to process your credits application.

Part E: Final Requirements to Obtain Credit

Step 1. Construct the credit management facility in accordance with the approved plans, specifications, and design calculations and obtain an inspection of the credit management facility by the Stormwater Utility Department. Credit will become effective when the structure and/or credit requirements has been completed and operating properly as certified by the City of Milford.

Step 2: Provide an easement, deed restriction, or land purchase agreement that restricts the use of the property for anything but the intended management facility. Submit copy of recording instrument. (i.e. plat)

Step 3: Provide regular maintenance for the facility in accordance with the maintenance management plan

Step 4: Submit an annual management and maintenance report on each facility. At the discretion of the City of Milford Stormwater Utility Department staff, inspections may be performed in order to confirm the operation and maintenance of the applied management practice or compliance with the approved management plan.

SECTION II: CREDITS REQUIREMENTS

1. Post Construction Stormwater Quality Treatment

The Post Construction Stormwater Quality Treatment credit is offered to properties that perform an activity or activities that reduce the burden on the stormwater system. This will include “natural” as well as manmade stormwater system structures that are properly maintained and are operating for the purposes of water quality and water quantity benefits, and to reduce the burden on the City maintained stormwater system.

2. Permanent Runoff Control (detention/retention)

The Permanent Runoff Control (detention/retention) credit option is the most widely used method of credits by a majority of Stormwater programs throughout the United States. Moreover, this method is used and accepted by most engineers as the best example of a Peak flows facility. This credit also applies to wetpond and extended credits.

The principal is to delay (or in the case of retention completely remove all flows) the highest flow from impacting the drainage system. This is accomplished through the construction of small ponds or dry ponds that fill up during rainstorms. This is the most common form of stormwater management practice.

Design Features: Detention times vary with most being relatively short. Flow lengths are short and direct to outlet works, and depths vary depending on site conditions.

- In order to receive detention/retention credits, the non-residential property owner will need to submit an application, including application fee, right of entry easement, if applicable, and any required engineering plans and calculations stamped by a registered professional engineer. If approved, the credit shall be placed on the appropriate stormwater bill.
- The Stormwater Utility Department shall inspect the detention/retention facility prior to approving the credit and periodically after the credit is issued to insure compliance with the approved plans.
- If inspections find that the facility has been altered or is not maintained to provide the approved detention/retention, the City may:
 - Require corrective action;
 - Reduce the credit to a level comparable with the detention/retention provided;

3. Stream Channel Restoration Credit

The Stream Channel Restoration Credit is offered to properties that perform a restoration activity or activities that would otherwise be required to be performed by City staff. This should include “natural” and/or man made stormwater system structures that are properly maintained and are operating for the purposes of water quality and water quantity benefits, and to reduce the burden on the City maintained stormwater system.

- In order to receive Maintenance credits, the non-residential property owner will need to submit an application, including application fee, right of entry easement, if applicable, maintenance plan and any required engineering plans and calculations stamped by a registered professional engineer. If approved, the credit shall be placed on the appropriate stormwater bill.
- The Stormwater Utility Department shall inspect the property to determine if the proposed maintenance will reduce operation and maintenance costs to the City. If the proposal is approved for maintenance credit, the Stormwater Utility Department shall periodically inspect the property to insure compliance with the approved maintenance plan.

4. Other Credits

A. Education

Education credits are provided to public and private schools (K through 12) for the purpose of providing water (stormwater, flooding, water quality, and watershed management) type education programs to students. To obtain this credit public and private schools would teach a water curriculum in each grade level. Programs such as “*Project Wet*” and “*Globe*” are an example of a spiral water-related curriculum that would provide a basis for credit in the City of Milford school system.

Stormwater education credits of 50% of the stormwater bill may be granted for approved programs providing public awareness and education on stormwater issues as follows:

- This program is available to all schools as defined in the zoning code, public or private that offer a compulsory education curriculum for grades K through 12 or part thereof.

- Where a site is jointly used by a school and another use (e.g. church) the stormwater fee will be prorated based on usage and the credit will be issued to the school portion of the fee;
- Water Quality Educational Curriculum (e.g. Project WET, Project Aquatic WILD, and/or GLOBE) integrated into standard curriculum for 15% of the students in the school;
- Public Service Activities (e.g. Adopt-A-Road, Adopt-A-Stream, Milford Litter Collection Day, or inlet stenciling) involving two (2) City-sponsored events.
- In order to receive educational credits, the school will need to submit an application and provide supporting documentation. The application will be due by October 1, of each year. The plan shall be reviewed and approved by the City Engineer. Once approved, the credit shall be placed on the appropriate stormwater bill.
- Upon completion of the educational plan or no later than October 1 of each year, the school shall submit an annual report indicating compliance with the approved plan. The annual report shall be broken down by the types of activities and indicate the number of participants. If the school did not substantially comply with the plan, the report will include an explanation of the failure and any needed corrective action. Other reporting requirements may be required as part of the plan approval and shall be included in the annual report.
- The Stormwater Coordinator will review the annual report. If upon review, the school did not substantially comply with the approved plan, the City may:
 - Require additional activities as a corrective action;
 - Reduce the education credit to a level comparable with the compliance;
 - Refuse approval of any new education plan.

B. Adopt a Stream and/or Adopt a Road

- In order to receive credit for participation in an approved Adopt-A-Road Program, the non-residential property owner will need to submit an application including application fee, and a request for roadway designation and please refer to the Clermont County rules and regulations for property implementation of this credit.
- In order to receive credit for participation in a sanctioned cleanup program, the non-residential property owner will need to submit an application including application fee and tentative list of participants. Participants must register at the event and identify themselves as credit program participants. A single participant may be credited only to one stormwater account.

C. Brownfield Reuse

The Brownfield Reuse Credit is given on a limited time frame of 5 years to a property from the time of purchase, upon certification of reuse from the EPA.

- This program is available to all non-residential family properties or part thereof.
- Credits will be issued on a property-by-property basis.
- In no case will the total credit amount be more than the 50% of the total bill
- Brownfield Reuse credits may be granted to properties receiving Brownfield Cleanup funds under ORC 122.
- Brownfield Reuse credits may be granted to improve water quality from stormwater discharges.

- The Stormwater Utility Department shall inspect the property prior to approving the credit and periodically after the credit is issued to insure compliance with the approved cleanup plan.
- 10% credit may be given for a period of five years following activation of the project.

SECTION III: CREDIT CALCULATIONS EXAMPLES

Two example credit calculations are shown in this section. These examples are provided as a guide for the preparation of a credit calculation for your specific situation and property. For each example, a graphic, a listing of “given” conditions and the necessary steps to calculate the appropriate credits for your property is provided.

Summary of Credit Calculation Process

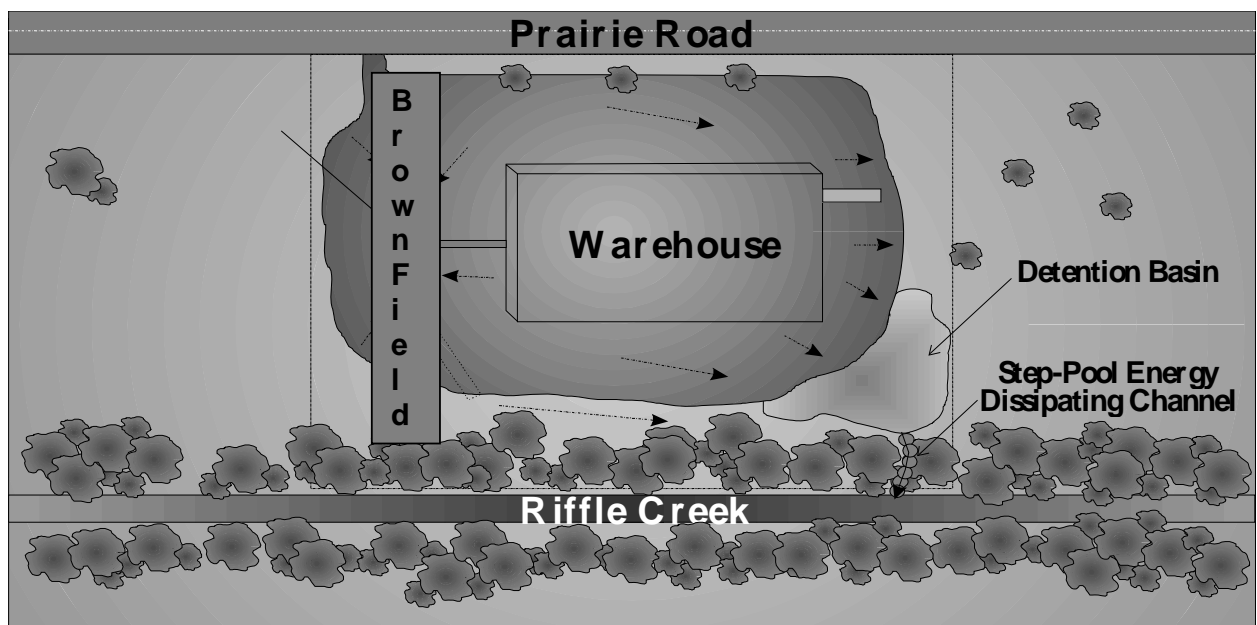
- Step 1. Calculate the estimated impervious area of property prior to credit award.
- Step 2. Determine amount of impervious area subject to credit.
- Step 3. Determine estimated credit and modified stormwater service fee.

Abbreviations:

- ERU – Equivalent Residential Unit,
- sf – square feet,
- * – Multiplied by

Example 1:

A developer has submitted preliminary plans to construct a warehouse on a 10-acre brownfield site. He has submitted an application for two credits including a Brownfield credits and a detention/retention credit for his basin.



Given:

- 10 acre site with 3 acres of impervious area (130,680 sq. ft. of impervious area)
- The detention/retention basin receives 100% of drainage from the impervious area
- Development site has brownfield designation
- 10% credit available for brownfield site for a duration of five years
- 30% credit available for the detention pond.

Step 1: Calculate the estimated impervious area of property prior to awarding the credit.

- 3 acres x 43,560 (sq. ft. in acres) = 130,680 sq. ft. of impervious area
- Calculate the number of ERU's for the example property

130,680 sq. ft. of impervious area divided by 2,400 (ERU) = 54.45 ERU's rounded to 54 ERU's

- Calculate User Fee based on impervious area of property

54 ERU's x \$5.50 = \$297.00 per month

Step 2: Determine amount of impervious area subject to credit

Detention/Retention Basin

MIA = 130,680 sq. ft. * 100% * 30% = 39,204 sq. ft.

MIA = 130,680 sq. ft. * 1.0 * 0.30 = 39,204 sq. ft.

Brownfield

MIA = 130,680 sq. ft. * 100% * 0.10 = 13,068 sq. ft.

- Calculate Credits Percentage

Detention/Retention Basin

39,204 sq. ft. / 2,400 = 16.34 ERU Credit rounded to a 16 ERU reduction

Brownfield

13,068 sq. ft. / 2,400 = 5.45 ERU Credit rounded to a 5 ERU reduction

Total Credit Reduction-16 ERU+5 ERU=21 ERU

Total % Credit = 21 ERU/54 ERU = 39% for first five years

Total % Credit = 16 ERU/54 ERU = 30% after five years

Step 3: Determine estimated credit and modified stormwater service fee

Reduction (\$) = ERU * % Credit * \$5.50/ERU

Reduction (\$) = 54 * 39% * \$5.50/ERU = \$115.50

Estimated Stormwater Utility Bill = User Fee (\$) - Reduction (\$)

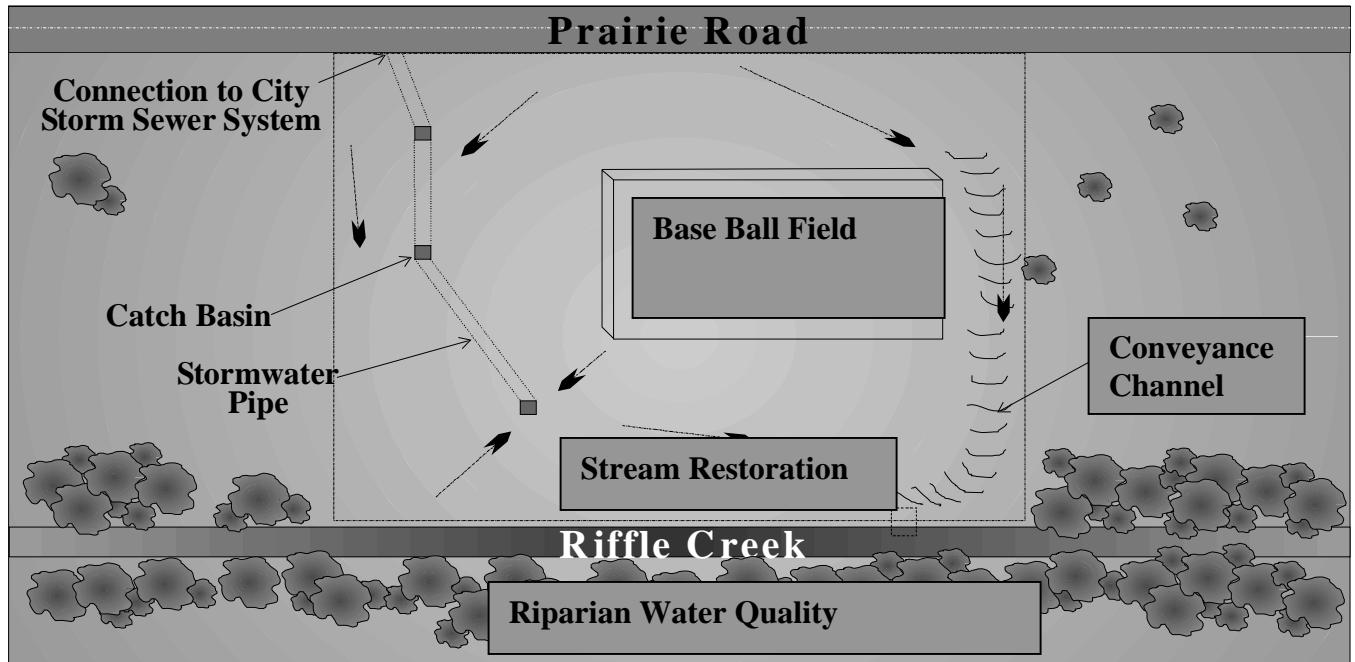
Estimated Stormwater Utility Bill = \$297.00 - \$115.50 = \$181.50 (A reduction in 21 ERUs)

Total Credit Available and Timing

Time Period (yr.)	Brownfield Credit (\$)	Detention Basin Credit (\$)	Total Service Charge Reduction (\$)	Estimated Stormwater Utility Bill (\$)
1	27.50	88.00	115.50	181.50
2	27.50	88.00	115.50	181.50
3	27.50	88.00	115.50	181.50
4	27.50	88.00	115.50	181.50
5	27.50	88.00	115.50	181.50
> 5	0	88.00	88.00	209.00

Example 2:

A baseball field has been constructed on a 10-acre site in the City of Milford. The site meets current City of Milford drainage requirements. It includes a parking lot, building and city owned open channels that are regularly maintained by the property owner. The impervious area associated with the parking lot and building is 3 acres in size. One half of the impervious area drains to the city owned open channels. The drainage from the remaining portion of the impervious area drains directly into the City maintained storm sewer. The City has determined that restoration of Riffle Creek and maintenance in its natural state provides a water quality benefit to the City and therefore is eligible for the stream restoration and riparian water quality credit.



Given:

- 10-acre site with 50 feet of channel maintenance approved.

- Conveyance Channel Credit is a maximum of 30%.
- Stream Restoration Credit is a maximum of 30%
- Riparian Water Quality is a maximum of 30%

Step 1: Calculate estimated impervious area of property prior to credit award

User fee: \$297.00

ERU: $\$297.00 / (\$5.50/\text{ERU}) = 54$

Impervious Area (IA):

IA=ERU * 2,400 sq. ft. = 54 * 2,400 sq. ft. = 130,000 sq. ft. (Note due to the ERU rounding the Impervious area is actually slightly less than the actual 130,680 sq. ft.)

Step 2: Determine the amount of impervious area subject to credit.

- Conveyance Channel Credit is a maximum of 30%.
- Stream Restoration Credit is a maximum of 30%
- Riparian Water Quality is a maximum of 30%

Step 3: Determine estimated credit and modified stormwater service fee

Reduction (\$) = ERU * % Credit * \$5.50/ERU

Reduction (\$) = 54 * 30% * \$5.50/ERU = \$89.10 Conveyance Channel Credit

Reduction (\$) = 54 * 30% * \$5.50/ERU = \$89.10 Stream Restoration Credit

Reduction (\$) = 54 * 30% * \$5.50/ERU = \$89.10 Riparian Water Quality Credit

Reduction (\$) = 54 * 90% * \$5.50/ERU = \$89.10 (All 3 Qualifying Credits)*

- Maximum % credit allowed for any property is 50%

• Reduction (\$) = 54 * 50% * \$5.50/ERU = \$148.50

Estimated Stormwater Utility Bill = User Fee (\$) - Reduction (\$)

Estimated Stormwater Utility Bill = \$297.00 – \$148.50 = \$148.50 (A reduction in 27 ERUs)

**** NOTE: All credit reductions are based on the corresponding percentages of the impervious area calculations and then converting into ERU's.**

SECTION IV. ANNUAL REPORTING REQUIREMENTS:

Annual reporting is required by all credit recipients to maintain the service fee reduction. A letter or report that describes the status, operation and maintenance of each management practice is to be submitted to the City of Milford, Stormwater Utility Department no later than October 31 of each calendar year. Failure to submit the annual report will result in cancellation of the credit. In addition, the City reserves the right to periodically inspect the credited management practice to assure city requirements are being followed. The annual report will generally require the following information:

- Utility Billing Account Number
- Applicant statement certifying that the conditions under which the credit was originally issued have substantially remained the same;
- Applicant statement certifying that if structural management practices are receiving credit, they are being inspected and maintained within appropriate standards for the management practice;
- Summary of regular inspection results; and
- Summary of maintenance activities.

Submit reports to:

Stormwater Utility Department

745 Center Street

Suite 200

Milford, Ohio 45150

Phone: (513) 248-5092

<http://www.milfordohio.org>

Questions and Inquiries Regarding the Credits Application Call: Phone: (513) 248-5098.

SECTION V: CREDIT APPLICATION FORMS



MILFORD STORMWATER CREDIT APPLICATION FORM

Date Received: _____
Application Number: _____
Application Fee: \$ _____
Date Paid: _____
Receipt Number: _____

SECTION A – APPLICANT

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Email: _____

Account Number: _____

SECTION B - SITE INFORMATION

Name: _____

Stormwater Billing Account No: _____

Location: _____

Impervious Area: _____ ERU's _____

SECTION C - ENGINEER OF RECORD

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Email: _____

CERTIFICATION:

_____	_____
Name	Title
_____	_____
Signature	Date

A. ENGINEER SEAL

SECTION D-DATA REQUIRED FOR SUBMISSION

Please refer to Table 1 for data submission requirements. List the data you are submitting pertinent to your credits application.

Type of Data	<u>Submitted</u>	<u>Accepted</u>

SECTION E-CITY OF MILFORD STORMWATER CREDIT SUMMARY

The following is a summary of the final credits that will be offered to the non-residential property owners in the City of Milford with the attached suggested percent credit reduction which will be ultimately “at the discretion of the Stormwater Utility Department reviewing the credits applications:

	<u>Available Credit</u>	<u>Credit Received</u>
<u>Post Construction Stormwater Quality Treatment</u>		
Forested Buffer Strips	up to 20%	_____
Grass Filter Strips	up to 20%	_____
Infiltration Trench	up to 20%	_____
Water Quality Ponds	up to 20%	_____
<u>Permanent Runoff Control</u>		
Detention/Retention (Minimum Standard)	up to 10%	_____
Detention/Retention (Exceeding Standard)	up to 30%	_____
Dry Wells / Subsurface Drainage (maintenance only)	up to 20%	_____
Grass Line Conveyance Channel	up to 30%	_____
<u>Stream Channel Construction Restoration</u>		
Riparian Water Quality	up to 30%	_____
Stream Restoration	up to 30%	_____

Other Credits

Experimental BMP's	up to 30%	_____
Direct Discharge	up to 20%	_____
Education	up to 50%	_____
Adopt a Stream/Road	up to 20%	_____
Brownfield Reuse	up to 10%	_____

- The maximum credit to be received will not exceed 50% of the stormwater bill.
- Credits shall be awarded in 5% increments “up to” the amount shown in the listing above.
- The amount of credit awarded is at the discretion of the Stormwater Utility Department after a complete review of the credit application.



MILFORD STORMWATER CREDIT
MANAGEMENT PRACTICE/MAINTENANCE AGREEMENT

APPLICANT:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Email: _____

PROJECT INFORMATION:

Name of project: _____

Location: _____

Type of management practice: _____

CERTIFICATION:

I hereby request consideration for a Stormwater Credit. I certify that I have authority to make such a request and authorization for this property. I further certify that the above information is true and correct to the best of my knowledge and belief. I agree to maintain the above stated Management Practice to the prescribed criteria according to the City of Milford. I hereby release the City of Milford from any maintenance responsibility whatsoever on the above identified management practice located on my property. I agree to provide corrected information should there be any change in the information provided herein.

Name

Title

Signature

Date



MILFORD STORMWATER CREDIT MAINTENANCE AGREEMENT
ANNUAL REPORT
DUE OCTOBER 31 FOR THE FOLLOWING YEAR

Date _____

APPLICANT:

Permit # _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Email: _____

Utility Billing Account Number: _____

SITE INFORMATION:

Name of Entity: _____

Location or address (if different than above)*: _____

Type of management practice(s): _____

Date of most recent credit issuance: _____

CERTIFICATION:

I hereby request continuance of a previously issued Stormwater Credit. I certify that I have authority to make such a request and authorization for this property. I certify that the conditions under which the credit was originally issued have substantially remained the same, and any structural management practices for which we are receiving credit are being inspected and maintained within appropriate standards. Attached is a brief summary of the inspection results and maintenance activities. I further certify that the above information is true and correct to the best of my knowledge and belief. I agree to provide corrected information should there be any change in the information provided herein.

Name

Title

Signature

Date

Approved Date: _____

Signature: _____

*Education Credit: Please attach all relevant supporting documentation for each activity.