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**From:** Thompson, Larry

**Sent:** Friday, November 02, 2012 1:51 PM

**To:** Arnold, Jon; Berry, Jeannie; Binegar, Rick; Buff, Donnie; Canterbury, Randy; Casey, Allan; Cox, Dusty; Diehl, Evan; Disantis, Patrick; Eggens, Bill; Harber, Wesley; Hillard, Bradley; Hug, Andrew; Jackson, Reggie; Jameson, Bryan; Lee, James R; Leukhardt, James; Lister, Lori; Logan, Darrell; McKinley, Beverly; Melanson, Gerald; Moore, Larry; Morris, Eric R; 'Naftzger, Christopher (LAECI)'; Poe, Danny; 'Prichard, Doyle (NCCC)'; Pritchard, Tony; Roberts, Douglas; Sharp, David; Smith, Lloyd; Vickers, James; Wilhite, Jeff; Aden, Valerie; Armbruster, Ron; Basquin, Scott; Brinkley, Steve; Brunsman, Tim; Burris, Joel; Bush, Julia; Cole, Kathy; Covington, Vivian; Greene, Larry; Harris, Brandeshawn; Haskins, Melody; Heiss, Charlie; Hill, Angela; Hooks, Mark; Hubbard, Victoria; Hupka, Karrie; Justus, Vickey; Mack, Pam; Mitchell, Darlene; Myers, Ellen; 'Parker, JoAnn'; Seyfang, Ricky; Smith, Cori; Tolson, Jerry; Ware, Robbyn; Wright, Elizabeth; Adkins, Melissa; Andrews, Sara; Banks, Ed; Bobby, David; Bradley, Cassy; Bradshaw, Margaret; Buchanan, Timothy; Bunting, Jason; Byorth, Brian; Chambers-Smith, Annette; Clipper, Kimberly; Coleman, John; Cook, Brian; Davis, Mike (OSC); Dorsey, Rona; Doty, Stacha; Duffey, Sheri; England, Bob; Eppinger, LaShann; Erdos, Ron; Golar, Willie; Goodrich, Barry; Gore, Joyce; Hills, Norm; Hudson, Stuart; Huffman, Stephen; Ishee, Todd; Janes, Linda; Jeffreys, Rob; Johnson, Rod; Kelly, Bennie; Knab, Robin; Kucinic, Vinko; LaRose, Christopher; Lazaroff, Alan; Lee, Antonio; Lisath, Jeff; Miller, Michele; Mohr, Gary; Moore, Ernie; Morgan, Donald; Motton, Beverly; Niceswanger, Brian; Owens, Charlotte; Pineda, Francisco; Richard, Rhonda; Robinson, Norman; Sheets, Michael; Sheldon, Ed; Smith, JoEllen; Tambi, Samuel; Tibbals, Terry; Timmerman-Cooper, Deb; Trim, Ginine; Turner, Neil; Voorhies, Edwin; Williams, Jesse

**Cc:** Reveal, Tracy; DeWitt, Don; Damron, Sue; Kreger, Elizabeth; Chapman, William; Clemans, Jennifer; McIntosh, J.D; McCartney, David; Mannon, Steven; Banks, Roberta

**Subject:** USD Proficiency Testing

**Importance:** High

Good afternoon-

Tracy asked that I take a moment to reinforce a few key points concerning the USD Proficiency Testing process for those that desire to move their annual USD cycle. As Tracy's email of October 18<sup>th</sup> states, ***"the 2<sup>nd</sup> recert session in FY13 will be focused on PROFICIENCY DEMONSTRATION, and not require staff to spend***

# Exhibit 2

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**an extensive amount of time off shift.** To maintain cost effectiveness, the lesson plan that was sent to you this week does not contain the normal USD course of instruction and is only for establishing a new USD recertification date by bringing staff in off shift, conducting the proficiency test and then sending them back to shift. It was never intended for this process to be scheduled as an additional training session which would cause unnecessary additional cost to the institution. Also, the time that should be documented in ELM should only be recorded as the actual time it takes to complete the proficiency testing, within the guidelines/limitations of the ELM system.

If you have questions about the time limitations in ELM please contact Don Dewitt. If you have questions about the proficiency testing feel free to contact me, Bill, Jen, J.D. or Dave.

Thanks and have a good weekend,  
Larry

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Please note that an e-mail message, or a portion thereof, may be releasable as a public record in accordance with Chapter 149 of the Ohio Revised Code.

<Larry M Thompson.vcf>

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