INSTRUCTIONS FOR A FACULTY LICENSE TO TEACH DENTAL HYGIENE

A completed application shall include the following, unless otherwise stated below. An incomplete application and/or fee will delay the processing of your application. Incomplete applications remain active for one year from the date of receipt. After one year from date of receipt, you would need to reapply for Virginia licensure. Documents submitted with an application are the property of the Board of Dentistry and cannot be returned.

An applicant for a Faculty License to Teach Dental Hygiene must meet the following qualifications:

1. Is a graduate of a dental hygiene school or college or the dental hygiene department of a college or university accredited by the Commission of Dental Accreditation of the American Dental Association;

2. Has a B.S., B.A., A.B., or M.S. degree and is otherwise qualified;

3. Is not licensed to practice dental hygiene; and

4. Has a license to practice dental hygiene in at least one other United States jurisdiction.

1. **Application**: Please be sure that all information and questions are completed on the application.

2. **Application Fee**: The fee for a Faculty License to Teach Dental Hygiene is $175 and must be paid with a check or money order, made payable to The Treasurer of Virginia. The fee can be used for one year from date of receipt. Pursuant to 18VAC60-25-30(F) all fees are non-refundable. Your application will not be reviewed until you have submitted payment.

3. **Form A**: Original certification of graduation by each dental hygiene school which granted you a degree or certificate. Applicants must submit a Form A for each degree and or certificate earned from a dental hygiene program accredited by the Commission on Dental Accreditation of the American Dental Association (CODA). The school may use this form or its own form to meet this requirement. The certification must bear the school’s seal or be on letterhead and must include the program’s CODA accreditation status at the time you completed the program. Documentation from foreign schools is not required and will not be considered. (May be mailed to the Board or emailed to the Board directly from the school/agency official representative.)

4. **Official Transcript**: Final original transcript bearing SEAL, date degree received and registrar’s signature. Copies of transcripts, certificates and diplomas are not acceptable. (May be mailed/emailed to the Board. An official transcript—must be on original official school paper (sealed) or an online version that Board staff must download from the college, e-scrip or university website.)

5. **Form B Chronology**: List ALL activities, personal and professional, to include all time periods of employment and unemployment, since receiving degree. (Resumes and curriculum vitae are not accepted as substitutes for completing the chronological listing Form B and will not be considered.) (Form B may be emailed/faxed/mailed to the Board)

6. **Form C License Verification**: Original licensure status and certification from every jurisdiction in which you currently hold or have ever held a license/registration/certification to practice as a dentist or as another health care professional. Copies of permits are not accepted. Certifications cannot be older than 6 months from date prepared. (May be mailed to the Board or emailed to the Board directly from the issuing state official representative.)

Applicants for a Faculty License to Teach Dental Hygiene are required to hold a current, active license to practice dental hygiene in at least one other U.S. State or Jurisdiction.
7. **NBDHE:** An original grade card indicating passage of all parts of the National Board Dental Hygiene Examination issued by the Joint Commission on National Dental Examinations is required. Copies of grade cards are not accepted. 

   *(Must be mailed to the Board or if applicable, you must contact the testing agency to request that your test results be made available to the Virginia Board of Dentistry via online access portal.)*

8. **NPDB:** Original current report, not older than 6 months from date prepared, must be obtained by Self Query from the National Practitioner Data Bank (NPDB), which may be requested through their website at www.npdb.hrsa.gov. There is a fee for the report. 

   *This report from NPDB is required from all applicants, without exception pursuant to Regulation 18VAC60-25-130A(3). (Must be mailed & received at the Board in its original sealed envelope.)*

9. **Original** letter from the dean or program director of the dental program, on letterhead, verifying that the applicant is being hired by the program and including an assessment of the applicant’s clinical competency and clinical experience that qualifies the applicant for a faculty license.

10. Please be aware that your signed application affidavit authorizes the release of confidential information, affirms that your application is complete and correct, and attests that you have read, understand, and will remain current with the laws and regulations governing the practice of dentistry in Virginia. Review the laws and regulations via the “Laws and Regulations” tab at www.dhp.virginia.gov/dentistry.

11. **Name Change:** Documentation must be provided to show each name change, if your name has ever been changed since graduation from a CODA accredited program or were licensed in other jurisdictions or other than what is listed on your application. Photocopies of marriage licenses or court orders are accepted. 

   *(May be mailed, faxed or emailed to the Board.)*

12. **Address of Record and Publically Disclosable Address:** Consistent with Virginia law §54.1.2400.02 and the mission of the Department of Health Professions, addresses of licensees are made available to the public. Normally, the Address of Record is the publically disclosable address. If you do not want your Address of Record to be made public, state law allows you to provide a second, publically disclosable address. Typically, this other address is the work or practice address. If you would like for your Address of Record to be made available to the public, complete both sections with the same address.

**Notes:**

- **The holder of a Faculty License to Teach Dental Hygiene may practice intramurally but cannot practice privately.**
- Completed applications cannot be edited once they have been submitted.
- If your Virginia License is not issued within 6 months of the date of the NPDB (National Practitioner Databank) Self Query Report and certification of state licensure, you will be asked to submit a current NPDB Self Query Report and current state licensure certification before your application can be reviewed.
- To receive notice that your supporting documents have been delivered to the board, it is suggested that the documents be mailed by Fed-Ex or UPS with “Delivery Confirmation”.
- Applicants will be notified of missing application items within approximately 15 business days of receipt of an application. Once your application is complete, allow 30 business days processing time.

**Related contact information:**

<table>
<thead>
<tr>
<th>National Practitioner Data Bank</th>
<th>National Board Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 10832</td>
<td>American Dental Association</td>
</tr>
<tr>
<td>Chantilly, VA 20153-0832</td>
<td>Commission on Dental Accreditation</td>
</tr>
<tr>
<td>1-800-767-6732</td>
<td>211 East Chicago Ave.</td>
</tr>
<tr>
<td><a href="http://www.npdb.hrsa.gov">www.npdb.hrsa.gov</a></td>
<td>Chicago, IL 60611-2678</td>
</tr>
<tr>
<td></td>
<td>1-800-232-1694</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.ada.org/en/jcnde/examinations/">www.ada.org/en/jcnde/examinations/</a></td>
</tr>
</tbody>
</table>
**APPLICATION FOR A FACULTY LICENSE TO TEACH DENTAL HYGIENE** Page 1

**INSTRUCTIONS:** Type or print clearly. Complete all sections. If the space provided for any answer is insufficient, complete your answer on a separate page, specify the number of the question to which it relates, sign the page and enclose it with the application.

**I. GENERAL INFORMATION: COMPLETE ALL SECTIONS (PRINT OR TYPE)**

<table>
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<th>Name: Last*</th>
<th>First</th>
<th>Middle/Maiden</th>
<th>Suffix</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address of record (Mailing Address)</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Telephone Number</th>
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</table>

<table>
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<tr>
<th>Publicly Disclosable Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Telephone Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
<th>Fax#</th>
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</thead>
</table>

Print Name as you wish it to appear on your license

Place of Birth

Date of Birth

Month / Day / Year

Social Security Number or Virginia DMV control Number**

___ ___ ___ --- ___ ___ ___ ___

DENTAL HYGIENE PROGRAM GRADUATION DATE

Month Day Year

PROFESSIONAL DEGREE

DENTAL HYGIENE PROGRAM/SCHOOL CITY/STATE OR COUNTRY

APPLICANTS DO NOT USE SPACES BELOW THIS LINE – FOR OFFICE USE ONLY

DATE RECEIVED

NATIONAL PRACTITIONER DATA BANK

NATIONAL BOARD

TRANSCRIPT

CHRONOLOGY (FORM B)

CERTIFICATION (EDUCATION) (FORM A)

CERTIFICATION (LICENSE FROM OTHER STATES (Form C or LETTER)

VERIFY NEVER LICENSED IN VIRGINIA

*Name change: Documentation must be provided to show name change(s) if name has ever been changed from the time you attended school or while you were licensed in other jurisdictions.

**In accordance with § 54.1-116 of the Code of Virginia, you are required to submit your Social Security Number or your control number issued by the Virginia Department of Motor Vehicles. If you fail to do so, the processing of your application will be suspended and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided by law. Federal and state law requires that this number be shared with other agencies for child support enforcement activities.

FEE AMOUNT

APPLICANT #

LICENSE #

DATE ISSUED
## II. ALL EXAMINATIONS

Please answer all “exam” questions “1” through “8”

<table>
<thead>
<tr>
<th></th>
<th>All Examinations</th>
<th>Passed [ ] Failed [ ] Never Taken [ ] Taken more than once (attach explanation)</th>
<th>Month/ Day/ Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Southern Regional Testing Agency (SRTA) – Exam Site</td>
<td></td>
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<tr>
<td>2.</td>
<td>Western Regional Examining Board (WREB) – Exam Site</td>
<td></td>
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<tr>
<td>3.</td>
<td>North East Regional Board (NERB/CDC) – Exam Site</td>
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<tr>
<td>4.</td>
<td>Central Regional Dental Testing Services, Inc. (CRDTS) – Exam Site</td>
<td></td>
<td></td>
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<tr>
<td>5.</td>
<td>Council of Interstate Testing Agencies, Inc. (CITA) – Exam Site</td>
<td></td>
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<tr>
<td>6.</td>
<td>State of ________________ – Exam Site</td>
<td></td>
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<tr>
<td>7.</td>
<td>National Board Examination: (Original grade cards are required)</td>
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<tr>
<td>8.</td>
<td>[ ] Never Taken a clinical examination (attach explanation)</td>
<td></td>
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</tbody>
</table>

The Board must receive an original score card or report from the testing agency for each examination reported above.

## III. APPLICANT HISTORY:  ALL QUESTIONS MUST BE ANSWERED.

If any of the following questions are answered “YES”, explain and substantiate with documentation. Letters must be submitted by your attorney regarding malpractice suits. Letters must be submitted by any treating professionals regarding health treatment and shall include diagnosis, treatment and prognosis.

1. Are you relocating to Virginia or an adjoining state or the District of Columbia with a spouse who is 1) on federal active duty orders, or 2) a veteran who has left active duty service within one year of submission of this application? If “YES”, include a copy of the official military orders with the application. [ ] Yes [ ] No

2. Are you active-duty military? If “YES”, include a copy of your official military orders with the application. [ ] Yes [ ] No

3. List in chronological order including months and years, the dental hygiene program/school(s) attended:

<table>
<thead>
<tr>
<th>Months &amp; Years</th>
<th>Name of Dental Hygiene School</th>
<th>Passed/Failed</th>
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<td>_____________</td>
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</tbody>
</table>

4. List all jurisdictions in which you currently hold or have ever held a license/registration/certification to practice as a dental hygienist or as another health care professional.

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>License Number</th>
<th>Date Issued</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____________</td>
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<td>______________</td>
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5. Have you ever been denied a license, or the privilege of taking a dental licensure/competency examination by a licensing authority? If “YES”, give detail(s), jurisdiction(s) and date(s). [ ] Yes [ ] No

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
6. Have you ever been convicted of a violation or plead Nolo Contendere, to any federal, state or local statute, regulations or ordinance, or entered into any plea bargaining relating to a felony or misdemeanor? (Excluding traffic violations, except convictions for driving under the influence).

If “YES”, give details, jurisdiction(s) and date(s) on a separate page, and include a copy of the disposition/record certified by the Clerk of the Court.

___________________________________________________________________________________
___________________________________________________________________________________

[ ] Yes  [ ] No

7. Have you had any malpractice suits brought against you in the past ten (10) years? If “YES”, please provide details for each pending or closed case, list additional claim(s) on a separate page, and provide a letter from your attorney explaining each case.

Claimant:___________________________________________ Date of Incident________________________________
Name of Defense Attorney:__________________________________________________________________________
Settlement or Verdict Amount:________________________________________________________________________
Name of Involved Insurance Company:_________________________________________________________________
Brief description of the claim:___________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

[ ] Yes  [ ] No

Additional licensure questions:

1. A. Within the past five years, have you exhibited any conduct or behavior that could call into question your ability to practice in a competent and professional manner? If “YES”, please provide a full explanation.

___________________________________________________________________________________
___________________________________________________________________________________

B. Within the past five years, have you sought or been directed to seek treatment for your conduct or behavior? If “YES”, please provide a full explanation.

___________________________________________________________________________________
___________________________________________________________________________________

[ ] Yes  [ ] No

2. Within the past five years, have you been disciplined by any entity?
   A. If “YES” please provide a full explanation and any associated orders or letters from the entity.

___________________________________________________________________________________
___________________________________________________________________________________

B. Within the past five years, have you sought or been directed to seek treatment for your conduct or behavior? If “YES” please provide a full explanation and any associated orders or letters from the entity.

___________________________________________________________________________________
___________________________________________________________________________________

[ ] Yes  [ ] No

3. Do you currently have any physical condition or impairment that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner?
   “Currently” means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing Dentist. If “YES”, please provide a full explanation. **Note:** the Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.

___________________________________________________________________________________
___________________________________________________________________________________

[ ] Yes  [ ] No
4. Do you currently* have any mental health condition or impairment that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner?  
   [ ] Yes  [ ] No

   “Currently” means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing Dentist. If “YES”, please provide a full explanation. **Note:** the Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.

5. Do you currently* have any condition or impairment related to alcohol or other substance use that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner?  
   [ ] Yes  [ ] No

   “Currently” means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing Dentist. If “YES”, please provide a full explanation. **Note:** the Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.

6. Within the past five years, have any conditions or restrictions been imposed upon you or your practice to avoid disciplinary action by any entity?  
   [ ] Yes  [ ] No

   If “YES”, please provide a full explanation and any associated orders or letters from the entity. **Note:** the Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.

VIRGINIA BOARD OF DENTISTRY
APPLICATION AFFIDAVIT

I hereby certify that I am the person referred to in the foregoing application and the attached supporting documents and that the information on this application and in the attachments is true, complete, and correct to the best of my knowledge.

I hereby authorize all hospitals, institutions or organizations, my references, personal physicians, employers (past and present) business and professional associates (past and present) and all governmental agencies and instrumentalities (local, state, federal or foreign) to release to the Virginia Board of Dentistry any information, files or records requested by the Board which is material to me and my application.

I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare under penalty of perjury that my answers and all statements made by me in the application and supporting documents are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the denial, suspension, or revocation of my license to practice in the Commonwealth of Virginia.

I have carefully read the laws and regulations related to the practice of dentistry and dental hygiene. I hereby agree to abide by and remain current with the applicable laws and regulations which are available on www.dhp.virginia.gov/dentistry, and

I have attached a check or money order in the amount of $____________ made payable to the Treasurer of Virginia. I fully understand that funds submitted as part of the application shall not be refunded.

Applicant Signature ___________________________ Date ___________________________
FORM A
CERTIFICATION OF DENTAL HYGIENE SCHOOL

Applicant: Enter only your name and graduation date below, then send this form to the Dean or Director of each Dental School or Program which granted you a degree or certificate.

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>GRADUATION DATE</th>
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</table>

DEAN/PROGRAM DIRECTOR: Please provide certification that the applicant named above received a dental hygiene degree or certificate from your program and certification that the program completed was accredited by the Commission on Dental Accreditation of the ADA (CODA) at the time the applicant completed the program. These certifications may be provided by completing this form or by providing a letter with all the information requested on this form. Either document must bear the school’s seal. Certifications made prior to the applicant’s graduation cannot be accepted.

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<th>NAME OF SCHOOL:</th>
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<th>NAME OF PROGRAM:</th>
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<tr>
<th>PROGRAM’S CODA/CDAC ACCREDITATION STATUS ON THE DATE THE DEGREE OR CERTIFICATION WAS GRANTED:</th>
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<tbody>
<tr>
<td>A1: Approval (without reporting requirements) [ ]</td>
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<tr>
<td>A2: Approval (with reporting requirements) [ ]</td>
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<tr>
<td>IA: Initial accreditation [ ]</td>
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<tr>
<td>DIS: Accreditation voluntarily discontinued [ ]</td>
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<td>WDRN: Accreditation withdrawn [ ]</td>
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<tr>
<td>X: Intent to withdraw accreditation [ ]</td>
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<tr>
<td>T: Program is in Teach-Out by institution [ ]</td>
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<td>NE: Required period of non-enrollment [ ]</td>
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<tr>
<th>DEGREE or CERTIFICATION GRANTED:</th>
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</table>

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<tr>
<th>DATE GRANTED:</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
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By affixing my signature below, I certify that the applicant named above is a graduate and a holder of a diploma or a certificate from a CODA accredited dental program.

_______________________________
Signature

_______________________________
Print Name

_______________________________
Title

_______________________________
Date

DEAN/REGISTRAR: Please provide the applicant an original, final transcript of this alumni record, to include courses, grades, degree or certificate received, and date the degree or certificate was conferred, which bears the certified signature of the registrar and has the college seal affixed.
FORM B
CHRONOLOGY

NAME OF APPLICANT: ________________________________________________________________

Every applicant must provide a complete chronological, personal and professional history of all activities you have engaged in since receiving your degree or certification, including teaching positions, all periods of non-professional activity or employment, volunteer work and all periods of unemployment. **Curriculum vitae and resumes are not accepted as substitutes for completing the chronological listing and will not be considered.**

*Form B may be photocopied if additional space is needed.*

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>POSITION/ACTIVITY</th>
<th>Employer/Contact Person for practice verification and the person’s Complete Address, and Telephone number</th>
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FORM C
CERTIFICATION OF DENTAL HYGIENE LICENSURE

Please forward one form to each state dental/dental hygiene board where you hold or have ever held a dental/dental hygiene license. Some states require a fee, paid in advance, for providing this information. To expedite, you may wish to contact the applicable state board(s). Form C may be photocopied if copies are needed.

I am making application for licensure in Virginia by:

[ ] Examination for Dental License  [ ] Examination for Dental Hygiene License  [ ] Dental Restricted Volunteer License
[ ] Credentials for Dental License  [ ] Credentials for Dental Hygiene License  [ ] Dental Hygiene Restricted Volunteer License
[ ] Dental Faculty License  [ ] Dental Hygiene Faculty License  [ ] Dental Reinstatement
[ ] Dental Temporary Permit  [ ] Dental Hygiene Temporary Permit  [ ] Dental Hygiene Reinstatement

I, was granted License Number ___________________________, on __________________________ by the State of _______________ Month Date Year.

The Virginia Board of Dentistry requires that I submit evidence of the status of my license. You are hereby authorized to release any information in your files, favorable or otherwise directly to the Virginia Board of Dentistry at 9960 Mayland Drive, Suite 300, Henrico, Virginia 23233 or denbd@dhp.virginia.gov. Your early attention is appreciated.

__________________________________________________________
Applicant’s Signature

__________________________________________________________
Applicant’s Typed/Printed Name

__________________________________________________________
Applicant’s Address

Executive Officer of the Board: please send this form directly to the Virginia Board of Dentistry.

State of ________________________________ Name of Licensee ________________________________
Graduate of ________________________________ License # ________________________________ Issued ________________________________
By: [ ] Examination*  [ ] Credentials  [ ] Reciprocity with the State of ______  [ ] Endorsement with the State of ______
*If licensed by a state administered examination, please provide a score card or report which shows that testing included live patients.

License is: [ ] Current-Expires _______________  [ ] Active  [ ] Inactive  [ ] Lapsed-Expired _______________

Has applicant’s license ever been disciplined, suspended or revoked  [ ] NO  [ ] YES

If “YES”, give details and attach supporting documentation (Finding of Fact, Conclusions of Law, Orders):__________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

Comments, if any:__________________________________________

__________________________________________________________
Signature

__________________________________________________________
Title

__________________________________________________________
Date

__________________________________________________________
Print Name

SEAL