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KENTUCKY BOARD OF NURSING

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Steven L. Beshear
Governor

Monitoring Schedule

It is your responsibility to submit by mail all required documentation, to the attention of your Case Manager at the Board office. If you are required to submit support group *Meeting Documentation and/or Monthly Self Reports*, the documentation must be submitted to your Case Manager **by the 10th of each month.**

All other documentation required to be submitted, which may include but not be limited to: *Counselor Evaluation Reports; Work Performance Evaluations; Academic Evaluations; Sponsor Report and Probation/Parole Reports* must be sent to the attention of your assigned Case Manager **by the 10th of the month** as identified below:

Eileen Deren, Case Manager

Meeting documentation forms and/or monthly self report forms are due by the 10th of each month.

Academic reports, counselor reports, probation/parole reports, work performance evaluations, sponsor reports are due in January 10th, May 10th and September 10th.

Linda Coomer, Case Manager:

Meeting documentation forms and/or monthly self report forms are due by the 10th of each month.

Academic reports, counselor reports, probation/parole reports, work performance evaluations, sponsor reports are due by March 10th, July 10th and November 10th.

Pam Fleck, Case Manager:

Meeting documentation forms and/or monthly self report forms are due by the 10th of each month.

Academic reports, counselor reports, probation/parole reports, work performance evaluations, sponsor reports are due in February 10th, June 10th and October 10th.

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Please be advised that if you are required to submit payment for civil penalty, hearing fee and/or stenographic services, you must provide payment in the timeframe as stated in your Agreed Order/Decision/KARE Program Agreement. If you are required to submit additional CE, CE must be obtained and submitted as stated in your Agreed Order/Decision/KARE Program Agreement.

Please note that it is your responsibility to review and be aware of the provisions in your Agreed Order/Decision/KARE Program Agreement and to notify your case manager of changes as required in your Agreed Order/Decision/KARE Program Agreement (i.e. change of employment, address, marital status, conviction, etc).

8/16/2011
jmc