## Memo

To: GSWCC Trainers

From: Lauren Zdunczyk, Urban Program Manager, GSWCC

CC: Brent Dykes, Executive Director, GSWCC

**Date:** 06/08/2010

Re: Certification Cards

Effective July 1, 2010 the Georgia Soil and Water Conservation Commission (GSWCC) will:

- no longer mail expiration warnings to individuals whose certifications are set to expire within 60 days. However, electronic notifications will be sent to those individuals that have a valid email address registered with GSWCC. If you would like to receive electronic notifications please call 706-552-4474 or email certification@gaswcc.org.
- no longer issue new certification cards to those individuals that have met the recertification requirements. Instead, individuals will receive a re-certification sticker that
  will extend their certification for another three years. The re-certification sticker will have
  the individual's name, certification number and the new expiration date. The sticker
  should be placed on the backside of the current certification card.
- issue replacement cards to those individuals that send a self addressed, stamped envelope along with a written request to:

Georgia Soil and Water Conservation Commission
The Education and Certification Program
PO Box 1665
Athens GA 30603

\*\*\*\*Please note the Education and Certification Program's phone number has changed.

The new number is 706-552-4474.\*\*\*\*