

## PRESIDENT'S MESSAGE

- Tom Page, AAS, CVT [wyoctv@gmail.com](mailto:wyoctv@gmail.com)

Happy Belated Veterinary Technician Week everyone.

It was great to be able to see old friends and meet new ones during the Annual Meeting last month. Thank you to all of the Executive Board members that helped putting together the event.

Our speaker, Lori Fuehrer did a great job delivering the anesthesia lecture and wet lab. It was a great opportunity to see different anesthesia and monitoring machines in action. Not everyone gets to use ventilators on a daily basis; it was great to work with them in a safe environment.

This year we had several vendors help out with the Association and conference. **Please let your sales reps from the following know their support was appreciated. THANK YOU TO: Zoetis, Idexx, Hill's Pet Nutrition, Patterson and Elanco, Boehringer Ingelheim, Virbac, and Altitude Veterinary Hospital.**

Please help me welcome the incoming Executive Board members for 2018:

**President** - Tom Page, AAS, CVT

**Vice President** - Marlane Hicks, CVT

**Membership** - Deana Baker, AAS, CVT

**Secretary** - Nanette Walker Smith, MEd, RVT, CVT, LVT

**Treasurer** - Aaron Tippit, VA

**NAVTA Rep.** - Melanie Beardsley, CVT

**Member at Large** - Cambria Harmon, AAS, LVT, CVT

**Member at Large** - Roxanne Rocks, CVT

**Website** - Jackie Van Noy, CVT

If you were not able to attend and have ideas for next year's meeting please email Marlane Hicks at [mar\\_hicks@yahoo.com](mailto:mar_hicks@yahoo.com)

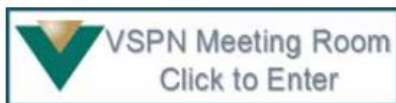
I look forward to another year working with and hearing from everyone.

## Monthly Membership Meetings

### ONLINE:

**NEXT MEETING is November 5 @ 8pm MT**

Look for the **VSPN Meeting Room** banner below on the VSPN Chat page



You are invited to our WyVTA Meetings, open to all members and prospective members, the first Sunday of the month (unless otherwise noted) at 8pm Mountain Time online at [www.vspn.org](http://www.vspn.org) > click CHAT on the navigation bar and login with your **VSPN.org** user/pass > click the button or the hyperlink to join the meeting: <http://www.vin.com/Members/Unity3/Unity.plx?R=VSPNMEET>

## MEMBERSHIP/CERTIFICATION

-Deana Baker, CVT

[bouteloua\\_gracilis@yahoo.com](mailto:bouteloua_gracilis@yahoo.com)

The end of the year is approaching and it's time to start checking your membership and certification status. Everyone should be on biennial time now for renewals effective the end of this year.

If your membership number has an ODD number in the first 2 digits following the WYVTA, your membership (and your certification if you are a CVT) expires December 31 of the ODD years. If that number is EVEN, expires December 31 of the EVEN years. This means you need to RENEW by January 1 of the ODD or EVEN year that matches that 2 digit place.

**Example:** Jane Doe WYVTA 16-0012

(the '16' are the numbers that identify your renewal year, ODD or EVEN)

**QUESTIONS? EMAIL ME!!!**

**Membership:** <http://www.wyvta.org/membership.pml>

**Certification:** <http://www.wyvta.org/certification.pml>

**Deana Baker – WyVTA Secretary**

**2633 Bighorn Ave**

**Cody, WY 82414**

[bouteloua\\_gracilis@yahoo.com](mailto:bouteloua_gracilis@yahoo.com)

## TREASURER'S REPORT

-Aaron Tippit

[aaron.bestfriends@gmail.com](mailto:aaron.bestfriends@gmail.com)

A complete balance of the Fall CE will be printed in the next newsletter as we still had outstanding income and expenses occurring at the time of newsletter publication.

Once again, a HUGE thank you to all our vendors for the tremendous support this year. A special kudos to Tom Page for spearheading the vendor endeavor as it was by far the most successful the Association has ever had.

## CE FALL SEMINAR:

-Nanette Walker Smith & Mel Beardsley

[n\\_w\\_smith\\_24@outlook.com](mailto:n_w_smith_24@outlook.com) & [mel\\_z\\_55@hotmail.com](mailto:mel_z_55@hotmail.com)

Thanks to all that attended! We had a great time, learned a lot, and the hands-on wet lab was fantastic. Lori's expertise was great and the ability to use animals (thank you Dr. Bell and Cambria) and even each other to understand what machines can and cannot tell us.

## MINUTES

**WyVTA Membership Meeting September 10, 2017**

**Tom Page:** I call this meeting to order. Can we have a treasurer's report, Aaron?

**Aaron Tippit:** We had 2 very generous donations from Hills and Idexx; \$1,000.00 apiece.

**Tom Page:** Wonderful. These are association donations to cover cost. Is there anything else?

**Aaron Tippit:** Sent off the AAVSB check for \$250.00 to continue us as the VTNE recording/reporting organization for Wyoming CVTs, and everything that needed to go out by or before the meeting is gone. Still haven't seen anything from Hill's as we've been expecting, Tom.

**Tom Page:** There will be more monies coming over the next two weeks. Hills should appear soon.

**Nanette Walker Smith:** We have a list of who's donating what. Tom and I are still adjusting that list and the placement of the logos on that cover page. Proceedings

are all done, with the exception of the cases and worksheets for the wet lab. Tom just let me know that we do indeed have 2 anesthesia machines for the ventilators, which is awesome because the worksheets for the first part of that lab are really cool and it means everyone will get to do that.

We have 2 dogs, which will be good for numbers, and allow good distribution and not overload Dr. Bell or Lori. I think we are pretty close to sewn up on the printing stuff we'll need. I'll have that completed at the very latest by the end of the week and email it to Tom so he can get it to the printer.

I've talked with Deana regarding membership/certification and how we'll word those revisions on the forms. She and I will be meeting via phone this week to finalize all of that as well. She'll have all that information with her at the conference for those that want to jump ahead a bit for 2018 and/or check their information.

**Tom Page:** I'll be getting items to the printer. I plan on working with Mel and Cambria to assemble the portfolios on Friday. I have also made arrangements with the Parkway to assemble most all of our lecture/lab items Friday night and Saturday morning. Mel and I talked the other day. We have 23-25 attendees signed up. Mel and Linda, along with Hills, will be doing something for the tables.

*Nanette Walker Smith: I'll be sending one more email blast to our mailing list for the CE (later tonight).*

**Tom Page:** We will need to review with Mel to thank the surrounding state organizations that put us on their calendar. I don't have anything else specific. I am going to work on the opening for the morning, lunch meeting talk, business, and elections this week. The dinner meeting that was hopefully being paid for fell through. I still think that we should get together as board members on Friday night.

*Nanette Walker Smith: I think that would be good, and invite Dr. Bell so she and Lori can get to know one another as well.*

**Tom Page:** We need to vote on some of the expenses that will be coming up. First, Altitude Vet will be supplying several items including catheters, fluids, anesthesia machine, etc. for the wet lab and anesthetic drugs. I have not confirmed cost. How should we prepare for this now? Maybe authorize a budget amount?

*Aaron Tippit: Well, it's going to cost what it costs. Can we budget for that?*

**Tom Page:** Looking at my list, I don't figure it is more than \$75.00; but that is a guess. I hope to have that talk tomorrow, but that doesn't help us tonight.

*Aaron Tippit: Should we just call it expenses accrued to Altitude for wet lab supplies? And cover it?*

*Nanette Walker Smith: I motion that we allot \$100.00 to Altitude Veterinary Hospital for miscellaneous supplies for the wet lab. The total receipts/invoice will be supplied post the CE event, but this way we can budget and it can be paid up to the \$100.00 if approved prior to our next meeting. (We will need an invoice on file to go with the check payment.)*

**Tom Page:** I will make sure one is prepared.

*Aaron Tippit: Second*

**Tom Page: Motion passes.** Next is to authorize Mel monies for room supplies and table items that Hills doesn't cover.

*Nanette Walker Smith: I think we really need to stifle that expenditure. Hills is putting up \$500.00. With only 25 people, too much stuff on the tables is distracting. What is it that this is going to cover?*

**Tom Page:** I am not sure at this time. I know Linda with Hills and Mel were going to talk. Small stuff; chocolate, Sharpies, highlighters? It is a work in progress part.

*Aaron Tippit: Looking at the ridiculousness of last year, \$500.00 should be plenty.*

*Nanette Walker Smith: That should more than easily be covered by Hills. I do not think we need to approve anything else. There should be no need.*

*Aaron Tippit: I agree with Nanette.*

*Nanette Walker Smith: We have goodies from Campbell's and others.*

**Tom Page:** That works. Moving on - Virbac is paying for \$100.00 towards our printing costs. Those are name tags, portfolio papers, proceedings, and poster board type; one each for the board posts. The poster boards would have the name of the board post, duties listed, and a sign up location.

*Nanette Walker Smith: Double check what items that Jackie and Deana may have as well as Mel. I'm not sure if any of that made it back to Mel.* **Tom Page:** I have received lanyard type name badges from Campbell Pet Company. Mel and I talked yesterday, and she said she would be able to do it. I haven't talked to Deana to see if that causes a problem.

*Nanette Walker Smith: That shouldn't cause a problem at all - Mel's got the registration forms so she can make those name tags and one less thing for Deana; all that needs to be done is check people in and check their membership status for voting. No sign up location, just board post information - you won't have people signing up - just nominating from floor.*

**Tom Page:** Ok on the sign up part.

*Nanette Walker Smith: Poster boards can be 11x14 or the closest size to that; slightly larger than a regular sheet of paper, so they are visible but not huge from a distance. Remember storage.*

**Tom Page:** I was thinking something like 2x3', depending on costs. That way, people could see from across the room as we talk. Also, for storage with the meetings being in Casper, I am willing to store them at my house.

*Nanette Walker Smith: 2x3 is ok, if you intend to include all the duties - so guess it depends on what you want to put on them.*

**Tom Page:** Post on top and job duties listed as bullet points. This would be up for the day so individuals can review what is involved.

*Aaron Tippit: Did we get a quote for all those before?*

*Nanette Walker Smith: So what kind of funds are we approving or looking at?*

**Tom Page:** They were closed today when I went to see. I wish I knew.

*Nanette Walker Smith: 6 positions - don't do one for past president.*

**Tom Page:** I plan on getting with them tomorrow. Also, not MAL.

*Nanette Walker Smith: If you do the information on a 2x3 sheet and have it laminated, it will keep better. 3 mil laminate, and will be cheaper than a foam board and more durable.*

**Tom Page:** I was thinking the sign board type doesn't fold or bend. Put in large trash bag for storage.

*Nanette Walker Smith: Put posters in a box not a trash bag, so they don't get bent.*

*When I send the proceedings, they will be separated into black and white two sided, and the color pages two sided so they can be printed separately and more cheaply. 20 or 24# paper. The proceedings will just have to be put together before they go in the portfolios - easy, as the color pages are minimal.*

**Tom Page:** Right. Would you be able to send me draft proceedings for my talk with the printer Friday morning?

*Nanette Walker Smith: Already in your email. Just add the cover page.*

**Tom Page:** I guess the best approach on this is to get costs and do an email vote.

*Nanette Walker Smith: yep*

**Tom Page:** Good. Next is for a discussion about a thank you for Dr. Bell. I am thinking a flower arrangement and card? Anyone have other suggestions?

*Nanette Walker Smith: Gift card for dinner out and a card, of course signed by the board.*

*Aaron Tippit: Maybe an official certificate of appreciation? That was huge in the Army. Everyone that helped with these kinds of things got one.*

**Tom Page:** I think the presentation of flowers. I never hear her talk about going to dinner, only camping.

*Aaron Tippit: Bug spray! Or Sportsman's Warehouse gift card.*

*Nanette Walker Smith: LOL I could arrange a Bass Pro gift card.*

**Tom Page:** Sounds good. If no one is concerned, my daughter works at a local flower store and we could get a discount. I was thinking the \$50.00 range.

*Aaron Tippit: Discounts are always good.*

*Nanette Walker Smith: I motion \$50.00 for flowers plus a nice card. I'll see if I can pull something out of my Bass Pro hat and send it up in time.* **Aaron Tippit: Second**

**Tom Page: Motion passes.** I will have an arrangement created and get a card.

Does anyone else have anything to add to the discussion that I have missed?

*Nanette Walker Smith: Amanda - anything we can do to stimulate any students to come?*

*Amanda Johnson: Not at the moment.*

**Tom Page:** Do you have anything, Kristi? Will you be able to help me during the meeting with odds and ends, Aaron?

*Aaron Tippit: Yeah, just let me know what you need.*

*Kristi Hamilton: I'm pretty new to this student thing. Tasks to do that might get a couple extra credit points?*

**Tom Page:** Great, Aaron. Kristi, not sure we can help with extra credit points; but by being here for the meetings, you can learn what it takes to help out.

*Nanette Walker Smith: Woo Hoo Kristi :) volunteering is a good thing. Lori and Dr. Bell can put you to work, as well as Tom, Mel, and Deana (at the conference). Being the representative for your class is a great way to get into the mix.*

*Charlene Pfaff: I motion to adjourn the meeting.*

*Aaron Tippit: Second*

**Tom Page: Motion passes. Thank you for attending tonight.**

Participants: Tom Page, Aaron Tippit, Amanda Johnson, Charlene Pfaff, Kristi Hamilton, Nanette Walker Smith

**ADDENDUM** – Email vote regarding printing costs for proceedings, posters, etc. and approval of payment

Sep 14, 2017 12:25 PM

The discussion was to have the lecture proceedings, welcome letter, meeting agenda, evaluations and CE certificates etc. printed. I will be assembling them in to a portfolio donated by Idexx prior to the meeting.

Also discussed was the creation of poster boards. The board members job duties are listed under the post title, i.e. President and job description listed with bullet points.

These boards will be displayed before and during the meeting to hopefully engage individuals to become involved. These are designed with the idea of using them for the future.

We have an estimate of about \$375.00. This is pending exact paper counts.

**This expense is being taken up by Boehringer Ingelheim and Virbac. No expense to the association.**

**The motion to the board is to move forward with the printing process.**

**Unanimously approved via email majority replies 9/14/17; 7:43pm**

**WyVTA Membership Meeting October 1, 2017**

**Tom Page:** I call the meeting to order. I hope everyone's weekend was productive. Can you update us with the treasurer's report, Aaron?

*Aaron Tippit: We got the Parkway paid, Tom for shipping, and flowers for Dr. Bell. I still need an address to get a check to our speaker. I have not seen that*

## WYVTA: THE WYOMING VETERINARY TECHNICIAN ASSOCIATION—OCTOBER 2017

deposit we've been talking about, Tom. I also have a few receipts we need to vote on for Mel, Nanette, and Deana.

**Tom Page:** I am working on the follow up with Hills and Patterson.

**Nanette Walker Smith:** Aaron, I sent Lori's mailing to you so you can pay her.

**Nanette Walker Smith:** I motion we forego the treasurer's report until we get finals done - until November - so it's complete for the Fall CE; but that we work on the bills outstanding.

**Deana Baker:** 2nd

**Tom Page:** Motion passes

**Nanette Walker Smith:** Fall CE report in November meeting, Aaron, since we have some outstanding deposits due in. This way, bills can be paid and you can publish a full account in one full sweep.

**Aaron Tippit:** OK, sounds good to me.

**Aaron Tippit:** Deana had \$52.57 for stamps and shipping.

**Nanette Walker Smith:** This is for membership and certification, right?

**Aaron Tippit:** Yes, 2 shipments and a roll of stamps, yes. And she has office supplies totaling \$19.17; total reimbursement would be \$71.74.

**Deana Baker:** Another roll of stamps and mailing some certificates. It's been over several months. I needed more file folders and another file box.

**Nanette Walker Smith:** Motion to approve reimbursement to Deana Baker for stamps, shipping, and office supplies (as above) for a grand total reimbursement of \$71.74. Need a second.

**Aaron Tippit:** 2nd

**Tom Page:** Motion passes.

**Aaron Tippit:** Mel had office supplies from Staples. \$35.69; looks like it was for the thank you certificates and name badges.

**Nanette Walker Smith:** Motion to approve Mel's Staples bill for \$35.69 for thank you certificates and name badges for Fall CE.

**Deana Baker:** 2nd

**Tom Page:** Motion passes

**Aaron Tippit:** \$79.12 for Dr. Bell's gift, a breakfast seminar, and news shipping.

**Nanette Walker Smith:** Dr. Bell's shipping of gift (I grabbed stuff from my cache at Bass Pro); Breakfast with Lori to go over contract and symposium proceedings, and newsletter/fall CA registration mails (previously approved on the last one at the August meeting).

**Tom Page:** DR. BELL LOVED the flowers and the gifts!!! Motion passes. Are there any other bills that we need to discuss?

**Aaron Tippit:** Just want to confirm \$1,752.50 for Lori?

**Tom Page:** That was what she had on the email she returned to me.

**Nanette Walker Smith:** Yes; \$1,752.50 is correct. That's the contract amount, plus her mileage. Her signed contract covered hours and mileage.

**Aaron Tippit:** Fantastic. I'll get that out to her then.

**Tom Page:** The other outstanding bill is for Altitude. Due to a death in the family of one of my doctors, I have not completed the amount. I will have it this week.

That has been voted on up to \$100.00. Last month. But I agree; I want it completed.

**Melanie Beardsley:** So motion to have an email vote to pay Altitude Vet if total is over \$100.00

**Nanette Walker Smith:** 2nd to Melanie. And then in the report, Aaron can put the total paid. We should have final bill information, and that can be put in the email to verify it was covered and receipts completed.

**Tom Page:** Motion passes.

**Nanette Walker Smith:** Secretary of State submission. I now have the new board membership list complete with email, phone, and mailing; all the stuff Aaron will need for that portion of the Secretary of State filing. There is the \$25.00 fee, which we already approved. I'll also get the minutes (thank you Deana), on letterhead to submit as well; they were short and sweet. :) NICE JOB everyone. Aaron will try to get that to you tonight.

**Tom Page:** YES. Great Job everyone. Thank you for the help and support this year!!!

**Nanette Walker Smith:** Deana has approved the membership and certification renewals for 2018; so those of you with even numbers behind the WYXX-YYYY (in the XX slot), will be renewing both your membership and your certification by January 1 of the EVEN year for the next 2 years.

For associate membership - VAs, PMs, DVMs, etc. Deana will start including an XX number so that biennial membership will continue.

**Deana Baker:** Yes, along with a letter or some other designation.

**Nanette Walker Smith:** NEWSLETTER items.... PLEASE SUBMIT no later than NEXT SUNDAY - Oct 8.

**Nanette Walker Smith:** And to go along with the new biennial designation for those other than CVTs: prior to the New Year or onset of New Year, we need to put on the 'to do' list to discuss student membership fees OUTSIDE of the charter membership. EWC has, which makes all students members, but we need to revisit student membership on the bylaws and then with that, the cost of the annual CE before we get going full hog on that at the New Year.

**Nanette Walker Smith:** Amanda - you will be key on this - you and Sage - to bring this to your fellow classmates and bring input back from them.

**Amanda Johnson:** ok

**Nanette Walker Smith:** Oh, Mel - AWESOME report in NAVTA journal recently :)

**Melanie Beardsley:** Trying to keep up! I motion we adjourn.

**Deana Baker:** 2nd

**Tom Page:** Motion passes. Have a great month everyone.

Participants: Marlane Hicks, Tom Page, Deana Baker, Amanda Johnson, Melanie Beardsley, Aaron Tippit, Jackie Van Noy, Nanette Walker Smith

2018 WyVTA Board	
Tom Page, AAS, CVT	President
Kati Martin, CVT	Past President; Scholarship Committee
Marlane Hicks, CVT	Vice President
Aaron Tippit, VA	Treasurer
Deana Baker, CVT	Membership
Nanette Walker Smith, MEd, RVT, CVT, LVT	Secretary; Advisor
Melanie Beardsley, CVT	NAVTA Rep; Scholarship Committee
Cambria Harmon, AAS, LVT, CVT	Member-At-Large; Scholarship Committee
Roxanne Rocks, CVT	Member-At-Large
Amanda Johnson	EWC Student Rep-sophomore
Sage Martin	EWC Student Rep-freshman
Jackie Van Noy, CVT	Webmaster

Wyoming Veterinary Technician Association  
PO BOX 34  
Cody, WY 82414



# Veterinary Technician Association

website: [www.wyvt.org](http://www.wyvt.org)

## Membership Application (Member Year is Even)

### Application for Biennial Membership: 2018-2019

Approved membership will be effective  
January 1, 2018 – December 31, 2019

**CVT, VA, Associate membership = \$40/biennial**

**VT Student = \$30/biennial**

(CVT, hospital staff, veterinarian, public)

**Please PRINT or TYPE**

**NAME:** \_\_\_\_\_

**First  
HOME ADDRESS**

**Last**

**WORK ADDRESS**

Street Number/Name/PO BOX

Business Name (no abbreviations)

City State ZIP

Street Number/Name/PO BOX

Area Code & Phone Number

City State ZIP

Email

Area Code & Phone Number

**Preferred Emailing type:** ☐ Home Email ☐ Work Email

If you attend(ed) an AVMA accredited Veterinary Technology Program please list it, your graduation date (or expected graduation date), and any credentials you may have below:

School Name (please write out full name)

graduation date

RVT, CVT, LVT number

issuing state

**Please check the appropriate box:**

☐ Veterinary Technician ☐ Veterinary Assistant ☐ Associate Member (type):

**What type of hospital/institution do you work for?**

**Please list which committee(s) you would like to serve on?**

☐ Nominations ☐ Membership ☐ Continual Education ☐ Newsletter ☐ NAVTA ☐ Scholarship  
☐ \_\_\_\_\_ (other interests?)

**As a member of the Wyoming Veterinary Technician Association, I will abide by the Constitution, Bylaws, and Rules of the Association.**

Signature

Date

Dues Enclosed

**DUES MUST ACCOMPANY APPLICATIONS; please make checks payable to: WyVTA**

Send completed applications and dues to:

Deana Baker, CVT; WyVTA Secretary/Membership  
2633 Bighorn Ave., Cody, WY 82414

*\* Association Use – Do Not Write Below This Line \**

Date Received \_\_\_\_\_ Check number \_\_\_\_\_ Amount \_\_\_\_\_ Member card sent date \_\_\_\_\_

CE received \_\_\_\_\_ Are things correct \_\_\_\_\_ Follow up \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Oct-17



# Veterinary Technician Association

website: [www.wyvta.org](http://www.wyvta.org)

## Application for Biennial Certification: 2018-2019

Approved certification will be effective January 1, 2018 - December 31, 2019

**(Certification Year is Even)**

**Please PRINT or TYPE all information, do not use abbreviations  
FILL OUT ENTIRE APPLICATION**

FULL NAME (including maiden if applicable): \_\_\_\_\_

ADDRESS (MAILING): \_\_\_\_\_  
P. O. Box or Street Number and Name City State Zip

ADDRESS (PHYSICAL): \_\_\_\_\_  
Street number and name City State Zip

E-MAIL ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_  
Business Name Street number and name City State Zip

AVMA accredited Veterinary Technology (Animal Health Technology) Program attended (including address)

School Name Street number and name City State Zip  
Graduation date: \_\_\_\_\_ Phone number of program attended: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**The following items are required, please indicate N/A (not applicable) if it does not apply:**

1. Application Type: (If your renewal application is received prior to your certificate expiration date include your certificate number and no fees are due; otherwise a lapsed renewal fee is required.)

☐ New Application = \$ 10

☐ Current Renewal = \$ 0

☐ Lapsed Renewal = \$ 10

**include your WyVTA Certificate Number** \_\_\_\_\_

2. ☐ Copy of VT diploma attached (new applicants) ☐ VT Diploma on file with WyVTA

3. ☐ WyVTA membership application attached (required for certification)

4. ☐ VTNE scores on file with WyVTA ☐ VTNE scores being transferred

5. ☐ Continuing Education certificates from previous 2 years attached ☐ New graduate  
10 hours of approved CE is required every 2 years (RACE, WyVTA, WyVMA, NAVTA, or AVMA approved)

6. Proof of license/registration/certification if transferring from another state ☐ Attached ☐ N/A

7. \$10.00 application fee (DUE ONLY IF first time certification application OR lapsed renewal;  
no fee due for continuing biannual re-certification received prior to membership/certification  
expiration.)

### Make checks payable to the WyVTA

Please send completed applications and fees to:

Deana Baker, CVT; WyVTA Secretary/Membership  
2633 Bighorn Ave., Cody, WY 82414

Date Received \_\_\_\_\_ Check number \_\_\_\_\_ Amount \_\_\_\_\_ Certification card sent date \_\_\_\_\_  
CE received \_\_\_\_\_ Are things correct \_\_\_\_\_ Follow up \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_