



STP Procedure Approval

Training Criteria For Agreement State Personnel- SA-600

Issue Date: April 3, 2006

Expiration Date: April 3, 2009

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Director, STP

Original signed by
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Date: 04/03/06

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Deputy Director, STP

Original signed by
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Date: 04/03/06

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Procedure Contact, STP

Original signed by
Brenda G. Usilton

Date: 04/03/06

NOTE

The STP Director's Secretary is responsible for the maintenance of this master copy document as part of the STP Procedure Manual. Any changes to the procedure will be the responsibility of the STP Procedure Contact. Copies of STP procedures will be distributed for information.



Procedure Title:
Training for Agreement State Personnel
Procedure Number: SA-600

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Issue Date:
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I. INTRODUCTION

This procedure describes the process to be used by the Office of State and Tribal Programs (STP) staff for handling the NRC-sponsored training of Agreement State (AS) personnel.

II. OBJECTIVE

To provide guidance to STP staff regarding the timely development and issuance of the annual training schedule, the proper handling of applications and billing information, coordination with the Technical Training Division (TTD) and after-course notification of student performance.

III. BACKGROUND

In 1995, the STP training program was merged with the TTD. Since that time, STP staff has cooperated with the TTD in the selection of course contractors, the development of course content, the selection of candidates, the critique of contractor performance, and the performance of Agreement State personnel.

IV. ROLES AND RESPONSIBILITIES

- A. The STP training coordinator is responsible for the development and issuance of the annual training schedule. The training schedule will be posted to our homepage website.
- B. The STP training coordinator is responsible for the receipt and retention of applications from Agreement States, maintaining folders for each course, the selection of candidates, and the notification to the Agreement State Program Director, the TTD course coordinator, and the Fee Branch billing contact regarding candidate acceptance. The training coordinator also keeps a final log of all students attending each course. This information will be used to determine how many students NRC trains on each particular course for a particular fiscal year.

- C. The STP training coordinator is responsible for receiving course applications and for notifying the Agreement State Program Directors regarding the results of each attendee's performance upon completion of the course.
- D. The STP training coordinator will be responsible for updating the STP home page when (training courses that did not have dates) have been scheduled or changed. The STP training coordinator will send out a notice on STP announcement.

V. GUIDANCE

- A. STP will issue a list of courses, annually, that are part of the training offered for Agreement State personnel to be qualified to implement a materials licensing or inspection program. The issuance will include information on the tuition cost for each course and an application form that includes information on whether the State will be paying the tuition or intends to attend on a space available basis. State staff may apply at any time, but applications received after eight weeks before the start date of a course may not be considered for that course, if the selection process has already been completed. Late applications will be placed in the appropriate order for a standby list in the event that someone cancels from the course.
- B. When applications are received by STP, the secretarial staff will give them to the STP training coordinator. An e-mail will be sent by the training coordinator to TTD as applications are received. Each application will be entered into the Registrar by TTD. At approximately eight weeks the TTD will make a decision, based on both NRC and AS applications, whether a course will be held.
- C. The STP training coordinator will be in regular contact with the TTD course coordinator so that the distribution of space in the class will be equitable for NRC and the paying State students. When there are more NRC and paying State students than the class can accommodate, the students will be taken on a first come first in basis. The STP training coordinator will send the names of the paying AS students to the TTD registrar so that they will be logged in and a place reserved in the course for them.
- D. The STP training coordinator will also send an e-mail with names of space available students. At approximately eight weeks the training coordinator will determine if any space available students will be able to attend.

The STP training coordinator will select the AS candidates based on the following priorities:

1. Applicants that have indicated that their State will pay the tuition will be selected first.
 2. Applicants that are attending on a space available basis will be selected second. The priority for selecting space available candidates will generally be handled on a ‘first come first serve’ basis with consideration of evenly distributing such slots in cases where multiple applicants are submitted by one State, or when special needs are known.
 3. Applicants traveling solely or in part at NRC expense will be selected last.
- E. The STP training coordinator will prepare a final letter to the States. The letter will contain the information on payment for courses with tuition.
- F. Upon completion of a course, TTD will send STP a list of the actual students that attended the course.
- G. The training coordinator will send a list of paying students to the Fee Branch after the class has ended. The training coordinator, when notified by OCFO through their accounting report, will follow-up on any outstanding State payments that are overdue by more than 30 days.
- H. Upon receipt of the course grades from TTD, the training coordinator will prepare a letter to the appropriate AS radiation control program directors informing them of the performance of their staff. As appropriate, a course certificate or notice regarding AS personnel who did not pass the final examination will be attached to the letter.

VI. APPENDICES

Appendix A - Sample All Agreement States Letter

Attachment 1- Annual Training Course Schedule

Attachment 2- Sample Form- Application For Training Course/Workshop

Attachment 3- Sample Tentative Course Schedule

Appendix B - Sample All Agreement States Letter- Course Acceptance

Attachment 1- List of Course Participants

Attachment 2- Instructions to Course Participants

Appendix C - Sample After-Course Transmittal Letters to RCP Director

APPENDIX A

Sample All Agreement States Letter

ALL AGREEMENT STATES, PENNSYLVANIA, VIRGINIA

TRAINING COURSE LIST FOR FISCAL YEAR 2006 (STP-05-075)

The Nuclear Regulatory Commission (NRC) staff has updated the list of courses for fiscal year 2006 that directly relate to the Agreement State programs (Enclosure 1). The list includes the tuition costs for those courses taught by contractors. The State is responsible for the travel and per diem expenses and tuition costs, as listed, if they wish to reserve a space in a specific course. Otherwise, State staff may attend on a space available basis. If no designation is noted on the application form, we will consider the application as a space available application.

We have also enclosed the standard application form (Enclosure 2). Please complete the application form for each person attending a course and submit it to the Office of State and Tribal Programs (STP), ATTN: Brenda Usilton. Applications may be submitted at any time; however, applications should be received by STP a minimum of at least eight (8) weeks prior to the beginning of the course. The decision to hold or cancel the course will be made at that time. Applications received after the eight week deadline will be considered if there is a cancellation by one of the students selected. This will be the case for paying applicants as well as space available applicants.

The complete list of all technical training courses can be viewed on the STP Home Page under Technical Training. If there is a "TBD" listed beside a course that means no date has been established. As dates for these courses are established, we will post them under the "What's New" area on our Home Page. Other changes to the course schedule will also be noted on the "What's New" area of the Home Page. Changes to technical training courses will also be made on the individual course descriptions and schedules.

If you have any questions regarding this correspondence, please contact me or the individual named below.

POINT OF CONTACT: Brenda G. Usilton
TELEPHONE: (301) 415-2348

INTERNET: BGU@NRC.GOV
FAX: (301) 415-3502

Dennis K. Rathbun, Deputy Director
Office of State and Tribal Programs

Enclosures:
As stated

STP-05-075

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OFFICE	STP		STP:DD						
NAME	BGUsilton		DKRathbun						
DATE	10/5/05		10/5/05						

OFFICIAL RECORD COPY

LIST OF NRC TRAINING COURSES IN FISCAL YEAR 2006

<u>Course</u>	<u>Course Title</u>	<u>Dates*</u>	<u>Location*</u>	<u>Cost/Student</u>
G-108	Inspection Procedures	06/26/06-06/30/06 09/18/06-09/22/06	Chattanooga, TN Chattanooga, TN	\$0
G-109	Licensing Practices and Procedures	06/19/06-06/23/06 09/11/06-09/15/06	Chattanooga, TN Chattanooga, TN	\$0
G-205	Root Cause/Incident Investigation Workshop	10/17/05-10/21/05 10/31/05-11/04/05 05/15/06-05/19/06 05/22/06-05/26/06 06/26/06-06/30/06 10/30/06-11/03/06	Arlington, TX Lisle, IL Chattanooga, TN King of Prussia, PA Austin, TX Lisle, IL	\$1,497
G-304	Inspecting for Performance - Materials Version	11/15/05-11/17/05 04/18/06-04/20/06 06/13/06-06/15/06	Portland, OR Rockville, MD Chattanooga, TN	\$485
H-111	Environmental Monitoring for Radioactivity	06/12/06-06/16/06	Oak Ridge, TN	\$1,795
H-117	Introductory Health Physics	07/10/06-07/14/06	Rockville, MD	\$0
H-119	Air Sampling For Radioactive Materials	06/5/06-06/09/06	Oak Ridge, TN	\$1,795
H-121	Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM)	05/02/06-05/04/06	Rockville, MD	\$1,158
H-122	Basic Health Physics	02/06/06-02/17/06	Oak Ridge, TN	\$2,350
H-201	Health Physics Technology	01/22/07-2/2/07	Chattanooga, TN	\$0
H-304	Diagnostic and Therapeutic Nuclear Medicine	03/20/06-03/24/06 08/14/06-08/18/06	Houston, TX Houston, TX	\$2,160
H-305	Safety Aspects of Industrial Radiography	04/24/06-04/28/06 09/18/06-09/22/06	Tulsa, OK St. Rose, LA	\$740
H-308	Transportation of Radioactive Materials	06/19/06-6/23/06 10/23/06-10/27/06	Austin, TX Chattanooga, TN	\$1,003
H-313	Teletherapy and Brachytherapy	TBD TBD	Houston, TX Houston, TX	\$1,727
H-314	Safety Aspects of Well Logging	04/24/06-04/28/06	Houston, TX	\$0
H-315	Irradiator Technology	06/05/06 - 06/09/06 08/28/06- 09/01/06	Laval, Quebec, (Montreal) Canada	\$1,870

* Subject to change

TBD = Course being revised or dates/location not yet established

NOTE: Each course has a minimum and maximum enrollment. Students are enrolled in a course in the order in which they register. If more than the maximum register for a course, the excess are placed on a wait list and added in sequence as registrants cancel. Registrants on the wait list are not automatically carried over to the next course. If you do not get into a course, you must re-register for a future course. If the backlog is significant, and resources and funding are available, it may be possible to schedule another session. Conversely, if fewer than the minimum number are registered for a course, approximately six weeks before the course start date, the course will be canceled.

ENCLOSURE 1

CHRONOLOGICAL LISTING OF NRC TRAINING COURSES IN FY 2006

<u>Course</u>	<u>Course Title</u>	<u>Dates*</u>	<u>Location*</u>	<u>Cost/Student</u>
G-205	Root Cause/Incident Investigation Workshop	10/17/05-10/21/05	Arlington, TX	\$1,497
G-205	Root Cause/Incident Investigation Workshop	10/31/05-11/04/05	Lisle, IL	\$1,497
G-304	Inspecting for Performance - Materials Version	11/15/05-11/17/05	Portland, OR	\$1,497
H-122	Basic Health Physics	02/06/06-02/17/06	Oak Ridge, TN	\$2,350
H-304	Diagnostic & Therapeutic Nuclear Medicine	03/20/06-03/24/06	Houston, TX	\$2,160
G-304	Inspecting for Performance - Materials Version	04/18/06-04/20/06	Rockville, MD	\$485
H-305	Safety Aspects of Industrial Radiography	04/24/06-04/28/06	St. Rose, LA	\$740
H-314	Safety Aspects of Well Logging	04/24/06-04/28/06	Houston, TX	\$0
H-121	Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM)	05/02/06-05/04/06	Rockville, MD	\$1,158
G-205	Root Cause/Incident Investigation Workshop	05/15/06-05/19/06	Chattanooga, TN	\$1,497
G-205	Root Cause/Incident Investigation Workshop	05/22/06-05/26/06	King of Prussia, PA	\$1,497
H-119	Air Sampling for Radioactive Materials	06/05/06-06/09/06	Oak Ridge, TN	\$1,795
H-315	Irradiator Technology	06/05/06-06/09/06	Laval, Quebec	\$1,870
H-111	Environmental Monitoring for Radioactivity	06/12/06-06/16/06	Oak Ridge, TN	\$1,795
G-304	Inspecting for Performance - Materials Version	06/13/06-06/15/06	Chattanooga, TN	\$485
H-308	Transportation of Radioactive Materials	06/19/05-06/23/06	Austin, TX	\$1,003
G-109	Licensing Practices and Procedures	06/19/06-06/23/06	Chattanooga, TN	\$0

<u>Course</u>	<u>Course Title</u>	<u>Dates*</u>	<u>Location*</u>	<u>Cost/Student</u>
G-205	Root Cause/Incident Investigation Workshop	06/26/06-06/30/06	Austin, TX	1,497
G-108	Inspection Procedures	06/26/06-06/30/06	Chattanooga, TN	\$0
H-117	Introductory Health Physics	07/10/06-07/14/06	Rockville, MD	\$0
H-304	Diagnostic & Therapeutic Nuclear Medicine	08/14/06-08/18/06	Chattanooga, TN	\$2,160
H-315	Irradiator Technology	08/28/06-09/01/06	Laval, Quebec	\$1,870
G-109	Licensing Practices & Procedures	09/11/06-09/15/06	Chattanooga, TN	\$0
G-108	Inspection Procedures	09/18/06-09/22/06	Chattanooga, TN	\$0
H-308	Transportation of Radioactive Materials	10/23/06-10/27/06	Chattanooga, TN	\$1,003
G-205	Root Cause/Incident Investigation Workshop	10/30/06-11/03/06	Lisle, IL	\$1,497
H-201	Health Physics Technology	01/22/07-02/02/07	Chattanooga, TN	\$0
H-313	Teletherapy & Brachytherapy	TBD	Houston, TX	\$1,727

*Subject to change

TBD = Course being revised or dates/location not yet established.

APPLICATION FOR TRAINING COURSE/WORKSHOP
(Please Type)

A. To be completed by Applicant

Date: _____

1. Title of Course/Workshop: _____ Dates: _____

2. Name of Applicant: _____

3. E-Mail Address: _____

4. Business Address: _____

Business Telephone No.: _____

Business FAX Telephone No.: _____

5. Applicant's Current Title: _____

Description of current duties: _____

6. List any previous training in health physics.

ENCLOSURE 2

B. To be completed by the State Radiation Control Program Director

1. Please provide a brief statement indicating why you want this individual to attend this course.

2. Does attendance at this course require the approval of another agency or management official? If so, please have the official also sign the application.

3. By submitting this application, you are confirming that State funds are available for travel and per diem expenses.

4. For Courses/Workshops that have a tuition charge, the State agrees to pay tuition:

_____ Yes, in the amount of _____.

Please send invoice or bill to (If different from Program Director):

_____ No, the student will attend on a space available basis.

Signature of Radiation Control
Program Director

The completed application should be sent to:

Brenda Usilton
Mail Stop O-3C10
Office of State and Tribal Programs
U.S. Nuclear Regulatory Commission
Washington, DC 20555

or FAXED to Office of State and Tribal Programs: 301-415-3502
or E-mail to BGU@NRC.GOV

ENCLOSURE 2

APPENDIX B

SAMPLE ALL AGREEMENT STATES LETTER- COURSE ACCEPTANCE

ALL AGREEMENT STATES, PENNSYLVANIA, VIRGINIA

ACCEPTANCE TO THE DIAGNOSTIC AND THERAPEUTIC NUCLEAR MEDICINE COURSE (H-304) (STP-06-012)

Enclosure 1 is the list of students from the States selected to attend the March 20-24, 2006, Diagnostic and Therapeutic Nuclear Medicine Course (H-304). Please provide the list of students and the travel instructions (Enclosure 2) to each individual from your program that is on the list. States with students attending this course have agreed to pay travel expenses and where designated the tuition. To cover the tuition expense, each State should submit a purchase order or equivalent document, to the U.S. Nuclear Regulatory Commission (NRC), to the following address:

U.S. Nuclear Regulatory Commission
Office of the Chief Financial Officer
Attn: Leah P. Tremper
Mail Stop T9E10
Washington, DC 20555

The NRC will, in turn, issue you a bill (invoice). If for any reason your attendee is unable to attend, please submit to us a written purchase order, or equivalent to cancel, prior to the starting date of the course.

We ask that you inform us of any cancellations 30 days prior to the course starting date. This will assist us in ensuring that States with candidates on waiting lists have the opportunity to fill vacated slots that may open up after our course acceptance letters have been sent to you.

If you have any questions regarding this correspondence, please contact me or the individual named below.

POINT OF CONTACT: Brenda G. Usilton
TELEPHONE (301) 415-2348

INTERNET: BGU@NRC.GOV
FAX (301) 415-3502

Dennis K. Rathbun, Deputy Director
Office of State and Tribal Programs

Enclosures:
As stated

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ATTACHMENT 1

LIST OF COURSE PARTICIPANTS

INSTRUCTIONS TO COURSE COORDINATOR:

1. Add Course Title and Dates: _____
2. List students in alphabetical order or provide list to Lead Secretary for Training to complete.
3. Tab to next column. Spell out *paying tuition* or *space available* for each student participating.
4. List only those States with participants. **DELETE ALL OTHERS NOT NEEDED.**

STATE	PARTICIPANT(S)	PAYING TUITION/ SPACE AVAILABLE
ALABAMA Office of Radiation Control Alabama Department of Public Health 201 Monroe Street, P.O. Box 303017 Montgomery, AL 36130-3017	1 2 3	1. Paying Tuition 2. Space Available 3. Space Available
ARIZONA Arizona Radiation Regulatory Agency 4814 South 40th Street Phoenix, AZ 85040	1 2 3	
ARKANSAS Department of Health and Human Services Department of Health Radiation Control Section P.O. Box 1437- Slot H-30 Little Rock, AR 72203-1437	1 2 3	
CALIFORNIA Radiologic Health Branch Division of Food, Drug & Radiation Safety California Department of Health Services P.O. Box 997414 MS - 7610 Sacramento, CA 95899-7414	1 2 3	
COLORADO Hazardous Material & Waste Management Division Department of Public Health & Environment HMWMD-RAD-B2 4300 Cherry Creek Drive South Denver, CO 80246-1530	1 2 3	
FLORIDA Bureau of Radiation Control Department of Health 4052 Bald Cypress Way, BIN C21 Tallahassee, FL 32399-1741	1 2 3	
GEORGIA Radioactive Materials Program Department of Natural Resources 4220 International Parkway, Suite 100 Atlanta, GA 30354	1 2 3	
ILLINOIS Illinois Emergency Management Agency Division of Nuclear Safety 1035 Outer Park Drive Springfield, IL 62704	1 2 3	

STATE	PARTICIPANT(S)	PAYING TUITION/ SPACE AVAILABLE
IOWA Bureau of Radiological Health Iowa Department of Public Health Lucas State Office Building, 5 th Floor 321 East 12 th Street Des Moines, IA 50319	1 2 3	
KANSAS Radiation & Asbestos Control Program Kansas Department of Health and Environment Bureau of Air & Radiation 1000 SW Jackson, Suite 300 Topeka, KS 66612-1366	1 2 3	
KENTUCKY Radiation Control Program Cabinet for Health and Family Services 275 East Main Street, HS 1 CA Frankfort, KY 40621-0001	1 2 3	
LOUISIANA Emergency & Radiological Services Div. Office of Environmental Services P.O. Box 4312 Baton Rouge, LA 70821-4312	1 2 3	
MAINE Division of Environmental Health Radiation Control Program 11 State House Station 286 Water Street, 4 th Floor Augusta, ME 04333	1 2 3	
MARYLAND Radiological Health Program Air and Radiation Mgmt Administration Maryland Department of the Environment 1800 Washington Blvd., Suite 750 Baltimore, MD 21230-1724	1 2 3	
MASSACHUSETTS Radiation Control Program Department of Public Health 90 Washington Street Dorchester, MA 02121	1 2 3	
MINNESOTA Section of Indoor Environments & Radiation Division of Environmental Health Department of Health 625 Robert Street N. P.O. Box 64975 St. Paul, MN 55164-0975	1 2 3	
MISSISSIPPI Division of Radiological Health State Department of Health 3150 Lawson Street, P.O. Box 1700 Jackson, MS 39215-1700	1 2 3	
NEBRASKA Department of Regulation and Licensure Nebraska Health & Human Services System 301 Centennial Mall South, P.O. Box 95007 Lincoln, NE 68509-5007	1 2 3	

STATE	PARTICIPANT(S)	PAYING TUITION/ SPACE AVAILABLE
NEVADA Radiological Health Section Health Division Department of Human Resources 1179 Fairview Drive, Suite 102 Carson City, NV 89701-5405	1 2 3	
NEW HAMPSHIRE Radiological Health Section Department of Health & Human Services 29 Hazen Drive Concord, NH 03301-6504	1 2 3	
NEW MEXICO Radiation Control Bureau Field Operations Division Department of Environment 1190 St. Francis Drive, Room S2100 P.O. Box 26110 Sante Fe, NM 87502-0110	1 2 3	
NEW YORK LABOR Radiological Health Unit Division of Safety and Health New York State Department of Labor NYS Office Campus, Building 12, Room 169 Albany, NY 12240	1 2 3	
NEW YORK DEC Radiation Section Division of Solid and Hazardous Materials Department of Environmental Conservation 625 Broadway, 9 th Floor Albany, NY 12233-7255	1 2 3	
NEW YORK STATE DOH Bureau of Environmental Radiation Protection New York State Department of Health 547 River Street Troy, NY 12180-2216	1 2 3	
NEW YORK CITY DOH Office of Radiological Health New York City Department of Health 2 Lafayette Street, 11 th Floor New York, NY 10007	1 2 3	
NORTH CAROLINA Division of Environmental Health Dept of Environment & Natural Resources 3825 Barrett Drive Raleigh, NC 27609-7221	1 2 3	
NORTH DAKOTA Division of Environmental Engineering North Dakota Department of Health 1200 Missouri Avenue, Room 304 P.O. Box 5520 Bismarck, ND 58506-5520	1 2 3	
OHIO Bureau of Radiation Protection Ohio Department of Health P.O. Box 118 Columbus, OH 43216-0118	1 2 3	

STATE	PARTICIPANT(S)	PAYING TUITION/ SPACE AVAILABLE
OKLAHOMA Radiation Management Section Department of Environmental Quality P. O. Box 1677 Oklahoma City, OK 73117-1212	1 2 3	
OREGON Radiation Protection Services Oregon State Health Division 800 NE Oregon Street, Suite 260 Portland, OR 97232-2162	1 2 3	
PENNSYLVANIA Bureau of Radiation Protection Department of Environmental Protection Rachel Carson State Office Building P.O. Box 8469 Harrisburg, PA 17105-8469	1 2 3	
RHODE ISLAND Division of Occupational & Radiological Health Department of Health 3 Capitol Hill, Room 206 Providence, RI 02908-5097	1 2 3	
SOUTH CAROLINA - BLWM Division of Radioactivity Waste Management Bureau of Land and Waste Management Department of Health & Environmental Control 2600 Bull Street Columbia, SC 29201	1 2 3	
SOUTH CAROLINA - BRH Bureau of Radiological Health Department of Health & Environmental Control 2600 Bull Street Columbia, SC 29201	1 2 3	
TENNESSEE Division of Radiological Health Department of Environment and Conservation L&C Annex, Third Floor 401 Church Street Nashville, TN 37243-1532	1 2 3	
TEXAS - BRC Bureau of Radiation Control Texas Department of State Health Services, MC 2828 1100 West 49 th Street Austin, TX 78756-3189	1 2 3	
TEXAS - TCEQ Texas Commission on Environmental Quality P.O. Box 13087, MC 122 Austin, TX 78711-3087	1 2 3	
UTAH Division of Radiation Control Department of Environmental Quality 168 North 1950 West P.O. Box 144850 Salt Lake City, UT 84114-4850	1 2 3	

STATE	PARTICIPANT(S)	PAYING TUITION/ SPACE AVAILABLE
VIRGINIA Bureau of Radiological Health Department of Health Main Street Station 109 Governor Street, Room 730 Richmond, VA 23219	1 2 3	
WASHINGTON Office of Radiation Protection Department of Health 7171 Cleanwater Lane, Building #5 P.O. Box 47827 Olympia, WA 98504-7827	1 2 3	

ATTACHMENT 2

INSTRUCTIONS TO STUDENTS

ACCEPTANCE: This is to advise you that those individuals in Enclosure 1 have been accepted for participation in the training course (H-304), "Diagnostic and Therapeutic Nuclear Medicine." This course is scheduled to be presented March 20-24, 2006 at the Advanced Health Education Center (AHEC) 8502 Tybor Street, Houston, Texas 77074, Telephone: (713) 772-0157 or 1-800-239-1361.

COURSE: The course will be conducted beginning at 8:00 a.m. and end at 5:00 p.m. each day except for Friday, March 24, 2006, which will end at 3:00 p.m. Please refer to AHEC's Webpage at URL: <http://www.AHECOnline.com> for hotel information and transportation between the hotel and the AHEC. Click on General Information. A tentative outline for the course (Enclosure 3) is attached.

LODGING: You should plan to arrive on Sunday, March 19, 2006 and depart on Friday, March 24, 2006. Some hotels offer transportation to and from the AHEC. Participants must make their own lodging and travel arrangements. Individuals should request a State or government employee rate at the hotel.

Meals/Restaurants (Houston/AHEC classes): There are multiple eating facilities within walking distance, such as Subway, Chinese Buffet, and Denny's. If you have a car, the possibilities are many. If it rains, AHEC has a small lunch area and you can order and have sandwiches or pizza delivered.

Ground transportation from airports to Houston hotels Airport Express, services ground transportation to and from both Intercontinental and Hobby airports. Buses depart every 30 minutes for designated terminals and will take you to the Galleria where you should call a cab to deliver you to your hotel. Call 713-523-5695 or 713-523-8888 for Airport Express Information.

Cab fare is approximately \$40 from Hobby Airport and \$60 from Intercontinental to hotels in your area. Bus fare is \$10 - \$20. Airport Express Ticket Agent is located in baggage claim area.

Call 713-236-1111 for Yellow Cab Company. If you call a cab service, establish the rates prior to engaging the taxi. Parking: Parking in Houston is on surface lots and is free of charge.

Hotels in vicinity of training:

Wingate Inn - 11050 Southwest Freeway - 281-568-6969 or 1-800-228-1000

Approximately 1 mile away from the AHEC facility. The Wingate Inn also offers shuttle service to and from the AHEC facility and Complimentary continental breakfast.

Country Inn & Suites - 11230 South West Freeway - 281-575-8283

Hilton Southwest - 6870 Southwest Freeway - 713-977-7911

The Hilton Southwest is an excellent hotel. They will provide transportation at no charge to AHEC. They will also take you to the mall or to other eating destinations in close proximity.

Holiday Inn - 11160 Southwest Freeway - 800-230-8730

Embassy Suites - 9090 Southwest Freeway - 713-995-0123

The Embassy Suites offers shuttle service to and from the AHEC facility.

ENCLOSURE 2

DIAGNOSTIC & THERAPEUTIC NUCLEAR MEDICINE COURSE TENTATIVE SCHEDULE
MARCH 20-24, 2006
HOUSTON, TX

DAY	TIME	TOPIC	READING	PRESENTER
Monday	8:00-9:00	Introduction of course Overview of Nuclear Pharmacy		Hyder
	9:00-10:00	Overview of Nuclear Pharmacy Radiopharmaceutical Production		Hyder
	10:00-12:00	Radiopharmaceutical Characteristics		Hyder
	12:00-1:00	Lunch		
	1:00-2:00	Counting Equipment		Smith
	2:00-3:00	Radiopharmacy Equipment		Smith
	3:00-4:00	Imaging Equipment		Smith
	4:00-5:00	Radiation Safety Equipment		Smith
Tuesday	8:00 - 8:30	Travel to HCCS		
	8:30 - 8:45	Review Homework		Smith
	8:45 - 10:15	Group A - QC of well counters & gamma cameras		Smith
		Group B - Dose Calculations & Dispensing		Hyder
	10:30-12:00	Group A & B switch		Hyder/Smith
	12:00-1:00	Lunch		
	1:00 -- 2:45	Group A - Surveys, Wipes Receipt of RAM		Hyder
		Group B - QC of dose Calibrator		Smith
	3:00-4:45	Groups A & B Switch		Smith / Hyder
Wednesday	8:00 - 8:30	Review Homework		Hyder
	8:30 - 9:30	Nuclear Medicine Facilities		Hyder
	9:30-11:00	Radiation Safety Concerns Radiobiology		Hyder
	11:00-12:00	Radiation Safety Program		Murphy
	12:00-1:00	Lunch		
	1:00-3:00	Diagnostic Patient Procedures		Smith
	3:00-4:00	Update: New Procedures		Smith
	4:00-5:00	Therapeutic Procedures		Smith
Thursday	8:00-8:45	Review		
	9:00-12:00	Hospital Tours Group A & B		Smith & Hyder Murphy
	12:00-1:00	Lunch		
	1:00-1:30	Travel to Syncor		
	1:30-2:45	Group A - Tour Syncor		Hyder & Miller
		Group B - Radiopharmaceutical Quality Control		
	3:00-4:45	Groups A & B Switch		Hyder & Miller
Friday	8:00-9:00	Nuclear Medicine from a Physician Perspective		Dr. Lamki/Moore
	9:00-11:00	PET Imaging		Terry
	11-12am	Review		Hyder/Smith
	12:00-1:00	Lunch		
	1:00-1:30	Review Continues		Hyder/Smith
	1:30-3:00	Exit Examination		

APPENDIX C

Sample Successful Completion Letter

Mr. Program Manager, Director
Division of Radiation Control
Department of Health
1234 Anywhere Street
Anywhere, Town 12345

Dear Mr. (Program Manager):

Enclosed are the certificates and exams for your staff who successfully completed the following Courses:

Safety Aspects of Industrial Radiography (H-305)
St. Rise, Louisiana - April 24-28, 2006

Irradiator Technology Course (H-315)
Montreal, Canada - June 5-9, 2006

Please distribute the certificates and exams to your staff and pass on our congratulations.

Sincerely,

Dennis K. Rathbun, Deputy Director
Office of State and Tribal Programs

Enclosures:
Training Certificates & Exams

cc: Student(s) name

APPENDIX C (CONTINUED)

Sample Unsuccessful Completion Letter

Mr. Program Manager, Director
Division of Radiation Control
Department of Health
1234 Anywhere Street
Anywhere, Town 12345

Dear Mr. (Project Manager):

Enclosed is the exam for a member of your staff who attended the following course:

Transportation of Radioactive Materials (H-308)
Chattanooga, Tennessee June 26-30, 2006

The course examination results indicate that the individual did not meet the minimum standard for successful completion of the course, which is a grade of 70%. A review of (participant's name) exam indicated that he needs to study the following subject areas: Identification of a hazardous substance; labeling of radioactive materials; designation of the transport index; requirements for Type A packages; designation of Type A quantities; DOT and NRC areas of program responsibility; requirements for placarding; designation of radioactive materials of special and normal form; nonspecification marking; designation for limited quantities of radioactive materials; designation of highway route controlled quantities; hazard class designation; labeling requirements for Cargo Aircraft only shipments of radioactive material; transportation index shipment limits; dose limits for closed exclusive use transportation vehicles; and, records retention requirements.

The NRC policy on successful completion of NRC training for Agreement States was sent to you by letter dated November 20, 1996 (SP-96-118). For your information, NRC does not consider its staff qualified until, at a minimum, the exams for required courses are successfully completed. Non-qualified NRC staff are not permitted to conduct independent inspections and license reviews in areas where they have not successfully complete the minimum training requirements.

One final re-examination may be given to a student for any given course. Any student who fails a re-examination must repeat the course to satisfy the training requirement.

The subject course can be successfully completed by attendance at a future course presentation and passing the examination. If you need additional information, please contact me at 301-415-2325 or Brenda Usilton at 301-415-2348.

Sincerely,

/RA/

Dennis K. Rathbun, Deputy Director
Office of State and Tribal Programs

Enclosure:
Course Exam

cc: (Participant's Name)