

PUBLICATION OF THE OHIO BOARD OF NURSING

MOMENTUM

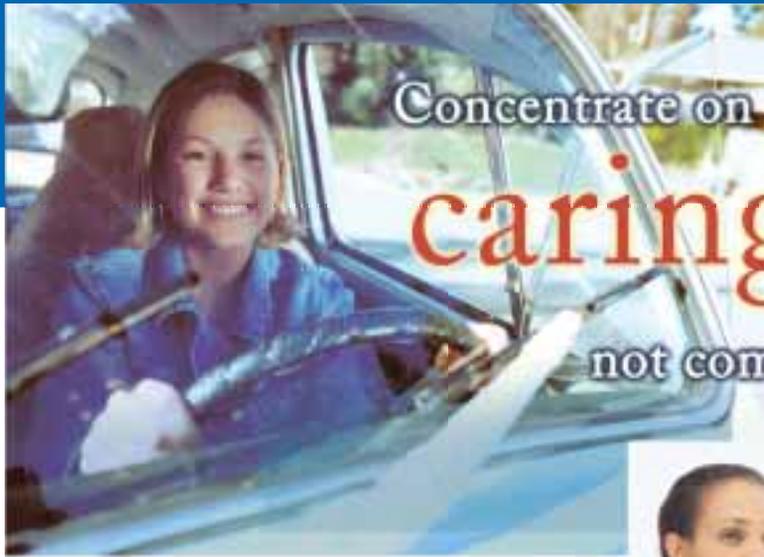
Spring 2006 • Volume 4 Issue 2



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| • RN – Neonatal Nurse Practitioner | • RN – Cardiac Cath Lab |

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|--|------------------|
| • RN – Concurrent Review/Discharge Planner | • RN – ICU |
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MOMENTUM

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Momentum reaches every Nurse and Dialysis Technician, every Hospital and Nursing School Administrator in the State of Ohio. Over 192,000 copies are addressed and mailed statewide. Estimated readership is well over 540,000 with each issue.

GOVERNOR MAKES BOARD APPOINTMENTS

Governor Bob Taft finalized five appointments to the Board of Nursing in March. Appointed to serve a second four year term on the Board were: **Kathleen Driscoll, JD, MS, RN** of Cincinnati; **Mary Jean Flossie, LPN, LNHA** of Massillon; and **Lisa Klenke, MBA, RN, CNAA** of Coldwater. Also reappointed following completion of a partial term on the Board was **Jane McFee, LPN** from Perrysburg. Ms. McFee was appointed to the Board in 2004 to replace a previous member who resigned. All four re-appointments are to four year terms that end on December 31, 2009.

The Governor also appointed a successor to former board **President Yvonne Smith MSN, RN, CNS** whose term expired in December 2005. Replacing her is **Janet L. Boeckman, RN, MSN, CPNP** from Mansfield. Ms. Boeckman is a pediatric nurse practitioner who currently serves as Director of Nursing Programs (ADN & PN) at North Central State College in Mansfield.

Ms. Boeckman began teaching in the nursing program at North Central State (formerly North Central Technical College) in 1983. As a nursing faculty member she provided classroom and laboratory instruction, as well as supervision and evaluation of student clinical practice. Ms. Boeckman became Director of the Practical Nursing Program in 1997, and assumed responsibility for both ADN and PN programs at the college in 2001.

While Ms. Boeckman is newly appointed as a

member of the Board, she has been an active participant in Board activities for many years. She served on the Board Advisory Group for Nursing Education in 1998 and 1999, and on the Advisory Group for Practice and Education since 2001. In addition Ms. Boeckman participated in developing the administrative rules that govern the Board's certification of Community Health Workers (CHWs). This latter role grew from her involvement with the Community Health Access Project (CHAP) in Mansfield. This program is credited with dramatic improvement in health outcomes for underserved populations, and is a national model for the provision of comprehensive health and social services to such populations. The impetus for Board of Nursing certification of CHWs came in large part from those involved with the CHAP program.

Ms. Boeckman received her initial training at Saint Rita's School of Nursing in Lima. In 1988, she earned a Bachelor of Science in Nursing degree (*magna cum laude*) from Ashland University, and also completed the Pediatric Nurse Practitioner program at Cleveland Metropolitan/Highland View Hospital. In 1994, she received a Master of Science in Nursing degree (*magna cum laude*) from Akron University with a major in Education and a clinical focus in pediatrics. Ms. Boeckman is presently enrolled in the Doctor of Nursing Practice program at Case Western Reserve University. ■

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- October 2006
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Betsy J. Houchen
RN, MS, JD
Executive Director

Greetings!

This and the next few issues of *Momentum* will begin a new format for articles/features for the magazine. We believe there are many regulatory topics that the Board handles on a daily basis that will be of interest to the readers and we will focus on those issues and hot topics in the “Practice Corner,” “Compliance Corner,” and the “Certification & Licensure Corner.” We will feature “NCSBN News” on a regular basis. The President’s and Executive Director’s columns will alternate or be scheduled as needed. For certain issues we will feature time sensitive information. For example, each January we will remind licensees and certificate holders about the upcoming renewal period and emphasize the importance of updating names and addresses with the Board.

We hope you will find the new format informative and helpful in your work. Please let us know your comments and additional ideas for *Momentum* by emailing us at board@nursing.ohio.gov. ■

Betsy J. Houchen



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DATES AND LOCATION OF SCHEDULED BOARD MEETINGS

The Ohio Board of Nursing meets six times per year with the meetings beginning on Thursday and continuing until business is completed on Friday. The Board may also meet on Wednesdays prior to the Board meeting as a whole or in small groups to discuss specific items or issues, to participate in continuing education activities, or to conduct a public rules hearing (generally in November). Watch for formal notification of the date, time, and location of rules hearings. Summaries of these meetings or hearings are presented to the full Board during a regularly scheduled Board meeting for information and possible action by the Board. The Thursday meeting begins promptly at 9:00 AM. The public is invited to attend, however, potential attendees should contact the Board office at 614/466-6940 prior to the scheduled meeting to determine if there have been any changes in the location of the session. ■

17 South High Street, Suite 400
Columbus, Ohio 43215

2006

January 19-20, 2006
March 15-16-17, 2006
April 18-19 (retreat)
May 18-19, 2006
July 20-21, 2006
September 21-22, 2006
November 15-16-17, 2006

2007

January 18-19, 2007
March 15-16, 2007
(retreat - T.B.A)
May 17-18, 2007
July 19-20, 2007
September 27-28, 2007
November 14-15-16, 2007

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ADVISORY GROUPS AND COMMITTEES

All meetings of the advisory groups begin at 10:00 AM (unless otherwise noted) and are held in the Board office. If you wish to attend one of these meetings, please contact the Board office at 614/466-9970 to determine any change in the location, date or times from those listed.

The **Advisory Group on Nursing Practice and Education**—February 9, August 10, October 12, and December 7.
Chair: Kathleen Driscoll

The **Advisory Group on Dialysis**—February 21, August 15, and October 17.
Chair: Debra Broadnax

The **Advisory Group on Continuing Education**—February 17, June 16, and October 20.

Chair: Lisa Klenke

The **Committee on Prescriptive Governance**—April 24 and October 16.
Interim Chair, Jacalyn Golden, MSN, CNP

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Judith Brachman, <i>Consumer Member</i>	Columbus	2007
Debra Broadnax MSN, RN, CNS	Columbus	2008
Elizabeth Buschmann, LPN	Oregon	2008
Kathleen O'Dell, RN, M.Ed., N.C.S.N	Greenville	2008
Janet L. Boeckman, RN, MSN, CPNP	Mansfield	2009
Kathleen Driscoll, JD, MS, RN	West Chester	2009
Mary Jean Flossie, LPN, LNHA	Massillon	2009
Lisa Klenke, MBA, RN, CNAA	Coldwater	2009
J. Jane McFee, LPN	Perrysburg	2009



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by **Norma Selders, RN, MS** ■ Manager—Education, Certification and Licensure

LICENSE VERIFICATION

Verification of a nursing license is available through the Board of Nursing (OBN or Board) website for the convenience of the public, including nurses and their employers. The Board strongly recommends that all employers use this website as verification of current licensure for nursing employees. Employers should not rely on the wallet card which is sent to the nurse with the issuance of a license. A license is permission by the state to practice the profession for which licensure is granted. The fact that the individual passed the NCLEX or state boards after completing the required education is the basis for initial licensure, and completion of required continuing education is a basis for re-licensing.

Recently, there has been some confusion as to who can access the Board website to verify a license. The name and license number of a nurse is public information and may be viewed by anyone.

It is the responsibility of a nurse administrator to assure that all of the nurses under the



nurse administrator hold current, valid licenses. See Ohio Administrative Code Rule 4723-

4-06(N). Ohio law [Ohio Revised Code section 4723.03] prohibits the unlicensed practice of nurs-

ing as a registered nurse or practical nurse. Division (D) of this section prohibits anyone from employing a person who is not licensed as an RN to engage in the practice of registered nursing or employing someone who is not a licensed practical nurse to provide practical nursing services. **Failure to renew a license on time results in a lapsed license.** A nurse who practices on a lapsed or inactive license is in violation of Ohio law.

A nurse administrator may assign the actual task of obtaining licensure verification to any capable employee. However, it remains the legal responsibility of the nurse administrator to insure that adequate procedures are in place to verify that nurses for whom the nurse administrator is responsible hold a current, valid license to practice. The process of licensure verification is not unlike delegating a nursing task. The fact that the task is being completed by an HR department or others, does not absolve the nurse administrator from responsibility and accountability for the task and the results/effect of that task.

It is highly recommended by the Board that nurse administrators review all employed nurses at least annually to verify active license status.

Should you have any questions, please contact Norma Selders, RN, MS, Manager: Education, Certification and Licensure, at nselders@nursing.ohio.gov, or Holly Fischer, JD, Board of Nursing General Counsel, at hfischer@nursing.ohio.gov. ■

MOMENTUM

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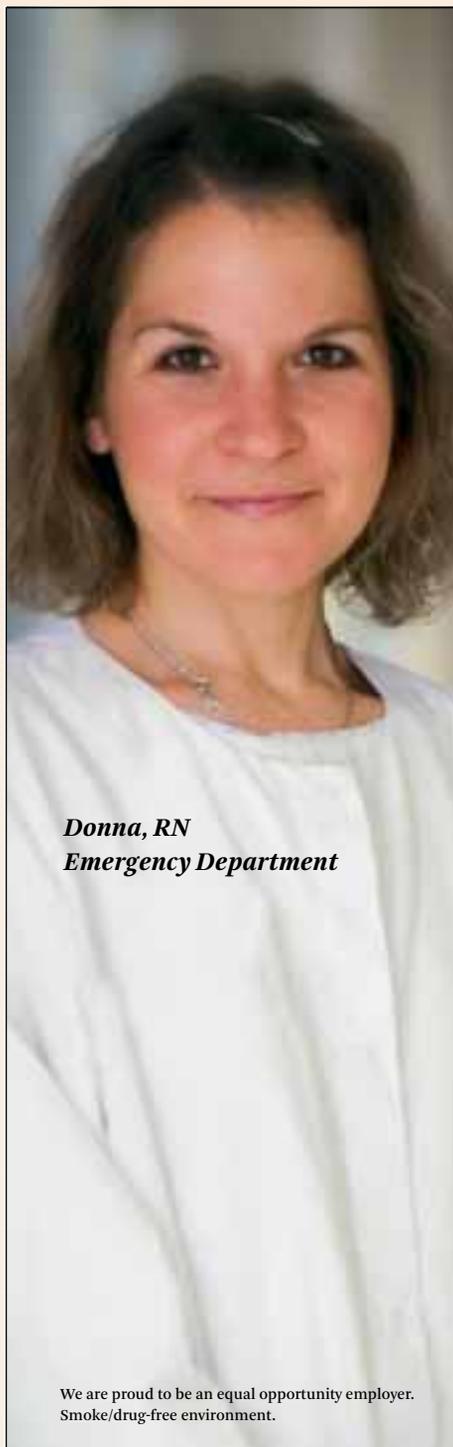
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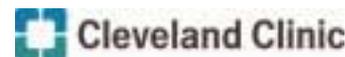
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In the late 1980s, the law and rules regulating nursing practice in Ohio were revised. At that time it was determined that all licensees who wish to maintain an active license to practice nursing in Ohio would be required to complete twenty-four (24) contact hours of continuing education for each two year licensure period. In the late 1990s the rules were amended to include a mandate that at least ONE contact hour be related to the laws (Ohio Revised Code Chapter 4723) and rules (Ohio Administrative Code Chapters 4723-1 through 4723-27) regulating nursing practice.

Continuing education is not optional; it is the law and the rules setting forth the standards are delineated in Chapter 4723-14 of the Ohio Administrative Code (OAC). Despite the continuing education requirement, every nurse has the opportunity to take a ONE TIME waiver as described in OAC 4723-14-03 (F). **Once the waiver is requested in writing it may not be withdrawn, and once the waiver has been used it may not be repeated.**

With each of the last two continuing education



audits, there have been questions that arose numerous times. Perhaps these Q & A's may answer some of yours.

Question: How do I know a program will count towards continuing education?

Answer: This issue is addressed in rule 4723-14-05 of the OAC. A program will be approved for continuing education credit if it has been approved by an OBN Approver, another state's Board of Nursing approval system, a nationally recognized accrediting

body, or another agency that regulates some aspect of health care in Ohio or another state.

Question: Can I use my CPR or ACLS card as contact hours?

Answer: If you are audited you must provide proof of the continuing education with a document that includes the name of the program, the instructor, the date, the contact hours, and the program approver. Cards do not provide all of this information, so save the certificate. Also, basic CPR is considered basic nursing and does NOT count as continuing education.

Question: I am back in school, do I still have to do CE?

Answer: Academic credit is certainly considered continuing your education! If the college/university you are attending is on semesters, the equation is: One credit hour = 15 contact hours. If the college/university you are attending is on quarters, the equation is: One credit hour = 10 contact hours. If you are in a program that is on trimesters, the equation is: One credit hour = 12 contact hours.

Question: When can I use my *one-time* waiver?

Answer: The waiver is there for you to use at any time you are unable to complete the continuing education within the two years prior to renewing your license. However, it is strongly recommended that you save the waiver for some unforeseen occurrence or series of events in your life. Once you have used the waiver, you may not withdraw it, nor may you use it again. **The continuing education waiver may NOT be used to reactivate an inactive license or to reinstate a lapsed license.**

Question: I am licensed in two states. Can I use the CE for both states' requirements?

Answer: Yes. You can use the CE you have completed for another state to meet the CE requirement in Ohio provided it is accredited by a nationally recognized accrediting body, or by another state's Board of Nursing.

Question: What is the difference between CEs, CEUs and contact hours?

Answer: CE is the abbreviation for Continuing Education and is not necessarily associated with a specific time element. CEUs are Continuing Education Units and may be of varying time units. For example, one CEU will frequently equal 10 con-

tact hours. One contact hour is equal to 50 to 60 clock minutes. Since the Ohio Board of Nursing uses contact hours to calculate continuing education compliance, the attendance certificate you receive must indicate the equivalency rate. It is the responsibility of the education provider to indicate the number of contact hours for which a program or independent study is approved.

Question: I am being audited but still do not have my contact hours. I have already used my one-time waiver and want to renew my license.

Answer: You cannot renew your license until your audit is completed. However, the Board's Continuing Education staff is very willing to work with you and help you find resources to satisfy the CE requirements for the audit.

Question: What is the probability of my being audited?

Answer: The audit process is a random one unless you do not fill out the back of your renewal application completely. Because it is random, a nurse or dialysis technician may be audited more than one time. There is no guarantee that your name will not come up a second or even third time. When asked at presentations about the chances of being audited, Board of Nursing staff representatives say: "100%. If you think you will be audited, you will be ready."

You can find a copy of the Law and the Rules on the Ohio Board of Nursing website: www.nursing.ohio.gov. Select "Law and Rules" from the left hand column.

You can also find a list of OBN Approvers of continuing education and a sample of acceptable on-line CE programs by clicking on "Education".

Please do not jeopardize the renewal of your license by not completing your continuing education requirements. ■



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MOMENTUM

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MEDICAL UNIVERSITY
OF OHIO

AT TOLEDO

by **Lisa Emrich, MSN, RN** ■ Manager—Practice and Alternative Programs Unit

Use of Light Based Medical Devices by Nurses Allowed for Hair Removal Only

As the use of pulsed-light therapies for the treatment of various medical and cosmetic conditions has increased, the Board of Nursing has received numerous calls from nurses and physician practices asking about the use of light based medical devices within physician offices. Therefore, the Board is taking the opportunity to discuss this particular nursing practice at this time. Light based medical devices if used inappropriately, or used by individuals who are not appropriately educated and authorized in their use, pose a risk to public safety. It is hoped that this explanation will not only address the many questions about the authority of the nurse in using these devices, but also provide insight into the regulations that are put in place to assure the safety of Ohio's citizens.



Registered nurses and licensed practical nurses who are adequately educated in the use of specific light based medical devices and who demonstrate competence in their use are permitted to use the devices at the delegation of a licensed physician **for the removal of hair only**. The delegating physician is required by the State Medical Board to meet certain conditions prior to delegating the use of the device to a nurse.

The Nurse Practice Act, Ohio Revised Code Chapter 4723., and the rules adopted under this chapter, establish the licensed authority, responsibilities and requirements for registered nurses and licensed practical nurses engaged in the practice of nursing in Ohio. However,

specific practices, functions, and activities that would otherwise be permitted for nurses by nursing regulations, may be limited or even prohibited by regulations of other state agencies. One such practice, function, or activity is the use of light based medical devices. A nurse's very limited use of these devices is governed by both the Nurse Practice Act and the laws regulating the practice of medicine in Ohio.

The nurse's knowledge and competency

Rules 4723-4-03 and 4723-4-04 of the Ohio Administrative Code (OAC) address the standards of competent practices for a registered nurse and a licensed practical nurse respectively. These Nursing Board rules permit nurses to provide nursing care within their statutory scope of practice that is beyond the basic nursing preparation as long as the nurse obtains appropriate education from a recognized authority or source for the care that is to be provided, demonstrates the knowledge, skills, and ability required to perform the nursing care, and maintains documentation of the required education and demonstration of competency in performing the care. In addition, the nurse is required to have a current and specific order from an authorized health care provider to perform the care, function or task. However, regardless of the nurse's level of education and competency in performing the care, the nurse cannot perform the care, including a specific procedure or function, if it is prohibited by another law or rule.

Related Medical Board rules limiting the use of light based medical devices

The State Medical Board has adopted rules pertaining to the use of light based medical devices by physi-

cians and other of its licensees. OAC rule 4731-18-02 (B) states: “The application of light based medical devices to the human body is the practice of medicine and surgery, osteopathic medicine and surgery and podiatric medicine and surgery.” The Nurse Practice Act, specifically section 4723.151 ORC, prohibits nurses from making medical diagnoses, prescribing medical measures, and engaging in the practice of medicine or surgery or any of its branches. At this point, and in the absence of any exceptions, nurses would be prohibited from engaging in the use of light based medical devices.

However, there are indeed certain **exceptions that are contained within Medical Board rules**. Paragraph (C) of rule 4731-18-02, states that “except as provided in rule 4731-18-03 and rule 4731-18-04 of the Administrative Code, no physician licensed pursuant to Chapter 4731. of the Revised Code shall delegate the application of light based medical devices to the human body to any person not authorized to practice medicine and surgery, osteopathic medicine and surgery or podiatric medicine and surgery pursuant to Chapter 4731. of the Revised Code.” This means that the Medical Board determined that in the interest of public safety, a physician, or podiatrist is generally not permitted to delegate or authorize the use of light based medical devices by anyone who is not also a physician or podiatrist. The rule goes on, however, to establish and define certain exceptions to this general rule.

Exceptions regarding nurses and the use of light-based devices

The exception to the prohibition on delegation of the use of light based medical devices to non-physicians is contained in rule 4731-18-03 OAC. This rule permits physicians and podiatrists to delegate the use of light based medical devices to registered nurses and licensed practical nurses **for the purpose of hair removal only**. Rule 4731-18-04 OAC also includes exceptions to the prohibition on delegation of certain phototherapy devices. Specifically, physicians may delegate to any appropriate person the use of phototherapy devices approved by the FDA to treat hyperbilirubinemia in neonates, and FDA approved fluorescent light phototherapy that emits ultraviolet light through one or more bulbs for the treatment of psoriasis and other similar skin disorders. These types of therapies have a long implementation history by nurses in response to health care provider orders.

Although the Medical Board rule utilizes the word “delegate” in this context, it relates to the activity of the physician. From a nursing practice perspective, the nurse is simply accepting the physician order. ■

Relevant Rules:

State Medical Board:	www.med.ohio.gov
OAC 4731-18	Use of light based medical devices
OAC 4731-23	Delegation by physicians
Ohio Board of Nursing:	www.nursing.ohio.gov
OAC 4723-4	Standards of safe nursing practice

LPN ALERT

Applications for LPN 2006-2008 renewal mailed the first week of May.

Therefore if your address has changed, you need to contact the Board. You may update your address in one of three ways:

1. E-mail (renewal@nursing.ohio.gov)
2. Fax (614) 466-0388 (Please mark Attention: Renewal Unit)
3. Mail (17 S. High St. Suite 400, Columbus, Ohio 43215, Attention: Renewal Unit)

Please include your **nursing license number** or **social security number** when contacting the Board of Nursing.

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 143527 Susan Camino
 287697 Robin Olinek
 311205 Casey Henderson
 082642 Kathleen Mulligan
 303252 Lashelle Henderson
 311685 Summer Waugh
 314473 Rebecca Rieman
 214282 Michelle Rahm
 185662 Cindy Goodrich
 253674 Jennifer Erin Kinn
 239460 Cheryl Haas
 155245 David Hanhilammi
 160454 Marian Adams
 123614 Bonnie Cook
 258873 Devon Berry
 293637 Jeri Newell
 070952 Donna Allen
 307997 Katy Stallo
 211825 Constance Yancy
 308901 Elizabeth McLaughlin
 096594 Sally Napoliello
 132260 Helene Lampl
 096503 Linda Sullenbarger
 269133 Mary Steger
 281773 Joan Stine
 311896 Ilona Thepoux
 209137 Bonnie Gibson
 278807 Cristina King
 247250 Sandra Gambrel
 132260 Helen Lampl
 278807 Christina King
 221964 Jerome Goff
 307619 Terra Mowder
 302940 Jodi Dickerson
 264512 Lesa Bullard
 299531 Jack Sweda

296880 Kelly Frietch
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 313627 David Hobbs
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 320782 Rebecca Hubler
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 199784 Nancy Webster
 322243 Cassidy Smith
 304340 Shannon Ketelsen
 270758 Brent Garrett
 316366 Leigh McCrory
 103108 Amy Davis
 141843 Marsha Ogletree
 264884 Finda Bayo
 124726 Susan Hamann
 204471 Giselle Craft
 175192 Laurie Bauer
 205607 Karon Ehmann
 314867 Aileen Mercado
 284702 Tracy Minning
 169074 Teresa Keller
 310110 Laura Longfellow
 163299 Rebecca Joseph
 262995 Regina James
 245224 Susan Earley
 241209 Kathleen Gilbert
 096178 Betty Brown
 316682 Jennifer McCreedy
 163441 Patricia Biehl
 259314 Wendy Ross
 203420 Eric Sandman
 269045 Laurie Tomko
 272979 Kristin Junge
 288778 Michelle Emmitt
 303184 Dianna Moone

157547 Barbara Cook
 276159 Sharon Dailey

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 110051 Trinelsa Jackson
 107838 Athenia Koutsopoulos
 070835 Kimberely Lawson
 062456 Rose Gwin
 043530 Elizabeth Imes
 065664 Terese Jungquist
 043732 Barbara Cugeber-Merva
 089971 Kimberly McNichols
 112897 Michele Taylor
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 072172 Ada Poole
 107234 Stephanie Steen
 104464 Patti Warner
 108933 Heather Wurts
 113484 Toni Berry
 069745 Patricia Freyberg
 117427 Natalie Currie-Tucker
 113611 Sarah Schwert
 090249 Jacquelyn Warfield
 102464 Nicole Drake
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 106711 Monique Triplett
 105405 Catherine Swain
 078331 Judith Erwin
 115012 Jaime McIntosh
 115737 Krystal Traegner
 102854 Jennifer Goldschmidt
 083522 Dorothy Nation
 120681 Patricia Galloway
 074966 Susan Ryan
 118096 Tori Landers
 038725 Jacqueline King
 085021 Robin Howard

Current as of 3/06

WHAT IS A DUPLICATE LICENSE?

A duplicate license is a license that is issued to a nurse to replace a lost, destroyed, or stolen license.

After completing a form entitled *Affidavit of Lost Document*, and submitting the \$25.00 replacement fee, the nurse is issued a license with the designation "Replacement" stamped across the top of the license. Once

a duplicate or replacement license is issued, the original license that has been lost or stolen is no longer valid.

For purposes of security, each issue of Momentum will have a list of those licenses for which a replacement was issued during the months immediately preceding publication. ■

PAYMENT FAILURES

There is often a lag-time between when a payment is processed by the bank and when the Board receives notification of error or insufficient funds. Even though a renewed license may have been received in the mail, failure of a payment to clear the bank will cause an application to become incomplete. It is not the Board's intention in publishing this list to embarrass licensees who fail to render proper payment for their license or certificate. The purpose is to notify current and potential employers and to reach the individual when other avenues have failed.

There are many reasons a personal check may not properly 'clear' during bank processing. It is for this reason that each person listed here has been notified by certified mail, using the last known address of record, and given 30 days (or more) to render proper payment to the Board. These applications, certificates, or licenses will not be considered complete until proper payment has been rendered. If payment is not received within 30 days after notice is provided, licensee information is

turned over to the Compliance Unit and recommended for investigation on charges of working without a license. Individuals found to be working on a lapsed license will be subject to the penalties defined in ORC Section 4723.99 (B).

Below is a list of those nurses and dialysis technicians whose renewal applications, certificates, or duplicate licenses are incomplete due to payment failure related to insufficient funds. The licensee and certificate holders listed below failed to render payment by the date this publication went to press.

Registered Nurses

RN284031	Conner, Deborah
RN229036	Sweetland, Dundee
RN081572	Hartmann, Mary
RN179628	Balogh, Cheryl
RN254146	Jarven, Ann
RN256289	McDaniel, Linda
RN099852	Mccutcheon, Jane
RN275595	Riley-Brown, Kimberly
RN300574	Young, Jacque
RN231846	Farrish, Cordelia
RN307928	Whiteker, Erin
RN288354	Smith, Shelia
RN152613	Yetsko, Venita

RN234395	Clarke, Robert
RN226845	Bragg, Kathleen
RN169684	Queener, Bernadette
RN227081	Brown, Margaret

Licensed Practical Nurses

PN026851	Lauinger, Eugenia
PN109961	Carter, Sandra
PN109807	Townsend, Stacey
PN016998	Majors, Mary
PN105124	Groves, Lisa
PN030448	Curtis, Patricia
PN091221	Finke, Tonia
PN081341	Weaver, Carlotta
PN007905	Tatum, Carol
PN077423	Freeman, Barbara
PN102088	Highlander, Mildred
PN068305	Zimmerman, Jeanease

Dialysis Technicians

DT 01459	Miljour, Lisa
----------	---------------

If your name is listed here, please contact the Board at 614-466-9976 to arrange for proper payment of your fees. Because the name of a licensee may be the same as another, **please do not assume from the name alone** that a particular individual has a payment failure. You may verify the license number on the Board's web site at www.nursing.ohio.gov by clicking on Verification.

Thank You.

Did You Change Your Name? Did You Change Your Address?

- Provision of your social security number is mandatory [RC 3123.50] and may be provided for child support enforcement purposes [RC 3123 et seq.], reporting requirements to the Healthcare Integrity and Protection Data Bank [42 USC §1320a-7e(b), 5 USC §552a, and 45 CFR pt 61], and to facilitate the processing of your licensure.

- **A change in name must be accompanied by a certified copy of a marriage certificate/abstract or divorce decree, a certified copy of a court record, or a certified copy of documentation consistent with the laws of the state where the change occurred. A certified copy can be obtained directly from the court where the original record was filed.**

Did You Notify The Ohio Board of Nursing?

Name and/or Address Change Form *(Please type or print)*

License # _____

SS# _____

Old Information: Name _____

Address _____

County _____

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Address _____

County _____

Effective Date _____

Signature _____

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