



**MEETING AGENDA**

TALCB Enforcement Committee  
4<sup>th</sup> Floor, Stephen F. Austin Building  
1700 North Congress, Austin, Texas 78701

***Friday, October 14, 2016, 2:00 p.m.***  
***Via Teleconference***

1. Call to order
2. Discussion and possible action regarding proposal to allow supervising appraisers to supervise more than 3 appraiser trainees at once
3. Discussion and possible action regarding mentorship payment issues
4. Discussion and possible action regarding appraiser course recommendations for staff
5. Discussion and possible action regarding review and clarification of experience log instructions
6. Discussion and possible action regarding amendments to 22 TAC
  - a. §153.5, Fees; and
  - b. §153.19, Licensing for Persons with Criminal History
7. Review of Action Items
8. Discussion regarding future agenda items
9. Discussion regarding future meeting dates
10. Adjourn



**Chapter 153. Rules Relating to Provisions of the Texas Appraiser Licensing and Certification Act**

**Rule 153.21. Appraiser Trainees and Supervisory Appraisers**

***153.21. Appraiser Trainees and Supervisory Appraisers***

(a) Supervision of appraiser trainees required.

(1) An appraiser trainee may perform appraisals or appraiser services only under the active, personal and diligent direction and supervision of a supervisory appraiser.

(2) An appraiser trainee may be supervised by more than one supervisory appraiser.

(3) Supervisory appraisers may supervise no more than three appraiser trainees at one time.

(4) A supervisory appraiser may be added during the term of an appraiser trainee's license if:

(A) The supervisory appraiser and appraiser trainee have provided proof to the Board of completion of an approved Appraiser Trainee/Supervisory Appraiser course;

(B) an application to supervise has been received and approved by the Board; and

(C) the applicable fee has been paid.

(5) A licensed appraiser trainee who signs an appraisal report must include his or her license number and the word "Trainee" as part of the appraiser trainee's signature in the report.

(b) Eligibility requirements for appraiser trainee supervision.

(1) To be eligible to supervise an appraiser trainee, a certified appraiser must:

(A) be in good standing and not subject to any disciplinary action within the last three years that affected the certified appraiser's eligibility to engage in appraisal practice;

(B) complete an approved Appraiser Trainee/Supervisory Appraiser course; and

(C) submit proof of course completion to the Board.

(2) Before supervising an appraiser trainee, the supervisory appraiser must notify the appraiser trainee in writing of any disciplinary action taken against the supervisory appraiser within the last three years that did not affect the supervisory appraiser's eligibility to engage in appraisal practice.

(3) An application to supervise must be received and approved by the Board before supervision begins.

(c) Maintaining eligibility to supervise appraiser trainees.

(1) A supervisory appraiser who wishes to continue to supervise appraiser trainees upon renewal of his/her license must complete an approved Appraiser Trainee/Supervisory Appraiser course within four years before the expiration date of the supervisory appraiser's current license and provide proof of completion to the Board.

(2) If a supervisory appraiser has not provided proof of course completion at the time of renewal, but has met all other requirements for renewing the license the supervisory appraiser will no longer be eligible to supervise appraiser trainees; and the Board will take the following actions:

(A) the supervisory appraiser's license will be renewed on active status; and

(B) the license of any appraiser trainees supervised solely by that supervisory appraiser will be placed on inactive status.

(3) A certified appraiser may restore eligibility to supervise appraiser trainees by:

(A) completing the course required by this section; and

(B) submitting proof of course completion to the Board.

(4) The supervisory appraiser's supervision of previously supervised appraiser trainees may be reinstated by:

(A) submitting the required form to the Board; and

(B) payment of any applicable fees.

(d) Maintaining eligibility to act as an appraiser trainee.

(1) An appraiser trainee must complete an approved Appraiser Trainee/Supervisory Appraiser course within four years before the expiration date of the appraiser trainee's current license and provide proof of completion to the Board.

(2) If an appraiser trainee has not provided proof of course completion at the time of renewal, but has met all other requirements for renewing the license:

(A) the Board will renew the appraiser trainee's license on inactive status;

(B) the appraiser trainee will no longer be eligible to perform appraisals or appraisal services; and

(C) the appraiser trainee's relationship with any supervisory appraiser will be terminated.

(3) An appraiser trainee may return the appraiser trainee's license to active status by:

(A) completing the course required by this section;

(B) submitting proof of course completion to the Board;

(C) submitting an application to return to active status, including an application to add a supervisory appraiser; and

(D) paying any applicable fees.

(e) Duties of the supervisory appraiser.

(1) Supervisory appraisers are responsible to the public and to the Board for the conduct of the appraiser trainee under the Act.

(2) The supervisory appraiser assumes all the duties, responsibilities, and obligations of a supervisory appraiser as specified in

these rules and must diligently supervise the appraiser trainee. Diligent supervision includes, but is not limited to, the following:

(A) direct supervision and training as necessary;

(B) ongoing training and supervision as necessary after the supervisory appraiser determines that the appraiser trainee no longer requires direct supervision;

(C) communication with and accessibility to the appraiser trainee; and

(D) review and quality control of the appraiser trainee's work.

(3) Supervisory appraisers must approve and sign the appraiser trainee's appraisal log and experience affidavit at least quarterly and provide appraiser trainees with access to any appraisals and work files completed under the supervisory appraiser.

(4) After notice and hearing, the Board may reprimand a supervisory appraiser or may suspend or revoke a supervisory appraiser's license based on conduct by the appraiser trainee constituting a violation of the Act or Board rules.

(f) Termination of supervision.

(1) Supervision may be terminated by the supervisory appraiser or the appraiser trainee.

(2) If supervision is terminated, the terminating party must:

(A) immediately notify the Board on a form approved by the Board; and

(B) notify the non-terminating party in writing no later than the 10th day after the date of termination; and

(C) pay any applicable fees no later than the 10th day after the date of termination.

(3) If an appraiser trainee is no longer under the supervision of a supervisory appraiser:

(A) the appraiser trainee may no longer perform the duties of an appraiser trainee; and

(B) is not eligible to perform those duties until:

(i) an application to supervise the trainee has been filed;

(ii) any applicable fees have been paid; and

(iii) the Board has approved the application.

(g) Course approval.

(1) To obtain Board approval of an Appraiser Trainee/Supervisory Appraiser course, a course provider must:

(A) submit form ATS-0, Appraiser Trainee/Supervisory Appraiser Course Approval, adopted herein by reference; and

(B) satisfy the Board that all required content set out in form ATS-0 is adequately covered.

(2) Approval of an Appraiser Trainee/Supervisory Appraiser course shall expire two years from the date of Board approval.

(3) An Appraiser Trainee/Supervisory Appraiser course may be delivered through:

(A) classroom delivery method; or

(B) distance education delivery method.

The delivery mechanism for distance education courses offered by a non-academic provider must be approved by an AQB-approved organization providing approval of course design and delivery.

(h) ACE credit.

(1) Supervisory appraisers who complete the Appraiser Trainee/Supervisory Appraiser course may receive ACE credit for the course.

(2) Appraiser Trainees may not receive qualifying or ACE credit for completing the Appraiser Trainee/Supervisory Appraiser course.

Other states that have developed programs allowing more than 3 trainees per supervisor are:

Washington  
 Pennsylvania  
 Ohio

Washington's program:

(2) Authorization may be granted by the director to a certified appraiser to exceed the number of trainees allowed to be supervised providing:

- (a) The certified appraiser has more than five years certified experience.
- (b) The certified appraiser shall make a written application to the department requesting to supervise not more than three trainees with less than one year experience; and three trainees with more than one year experience; and five trainees with greater than two years experience. The total number of supervised trainees shall not exceed eight for all experience levels at any one time.
- (c) The certified appraiser shall prepare and maintain trainee progress reports and make them available to the department until such time as the trainee becomes certified or licensed or after two years has lapsed since supervising the trainee.

Ohio's program:

- Not spelled out in statute or rule.
- Each supervisor may only work with 3 trainees at one time, however they may rotate trainees off and others on at different times. We have the supervisory appraiser(s) do an affidavit stating that they will not be actively supervising more than three trainees at a time.
- Along with that, we have a duty to periodically monitor that there are only three supervised at one time by any one supervisory appraiser.
- "actively supervising" means a trainee who is currently being supervised, not rotated out at the time.
- If/when someone utilizes this supervisory approach, Ohio will conduct periodic reviews of experience logs for all trainees under that/those supervisor(s).
- Supervisors do not notify the Ohio Board every time a trainee "rotates" on/off supervision; they just complete an affidavit (See copy attached).



# APPRAISAL EXPERIENCE LOG INSTRUCTIONS

All experience claimed by an applicant **MUST** be submitted on the Appraisal Experience Log form prescribed by the Board. This form should **NOT** be altered in any manner.

- ◆ **Applicant Name and Number:** Your name and the license number under which the experience was performed.
- ◆ **Sponsor/Supervisor Name and Number:** The name and the certification number for the sponsor/supervisor under whose supervision the experience was performed.
- ◆ **Report Date:** The completion date of the appraisal assignment.
- ◆ **Subject Location:** The physical address or legal description of the assignment property.
- ◆ **Report Type:** Use the report type codes below.

Prior to 2014

Restricted Use = **R**, Summary = **S**, Self-Contained = **SC**

2014 - current

Appraisal Report = **A**, Restricted Appraisal Report = **RA**

- ◆ **Type of Property:** Use the property type codes below.

<u>Residential</u>		<u>Non-Residential</u>	
Single-family residential.....	<b>1</b>	Other living units such as apartment/condominium projects, etc.....	<b>A</b>
Duplex.....	<b>2</b>	Commercial.....	<b>C</b>
Tri-plex.....	<b>3</b>	Industrial.....	<b>I</b>
Four-plex.....	<b>4</b>	Office.....	<b>O</b>
Unimproved residential site.....	<b>UR</b>	Farm or Ranch.....	<b>FR</b>
		Unimproved/undeveloped acreage not FR.....	<b>U</b>

- ◆ **Actual Applicant Hours:** An hour of experience is 60 minutes of verifiable time expended in one or more areas of acceptable experience.

◆ **A/S/R Check Boxes:** Indicate the portions of appraisal practice performed by the applicant (A) and scope of the review (R) and supervision of the supervising appraiser (S).

**Before you submit your experience, be certain that :**

- \* the log is complete - incomplete logs cannot be processed
- \* a separate log is submitted for experience performed under each sponsor/supervisor
- \* every page is signed and dated by both you and your sponsor/supervisor
- \* all entries are in chronological order by report date
- \* an Appraisal Experience Affidavit accompanies your Appraisal Experience Log(s)

**ACCEPTABLE EXPERIENCE MUST:**

1. Comply with USPAP;
2. Be verifiable and be supported by adequate written reports or file memoranda;
3. Have been performed when the applicant had legal authority; and
4. Comply with the acceptable categories of experience as per the AQB experience criteria.



## Chapter 153. Rules Relating to Provisions of the Texas Appraiser Licensing and Certification Act

### Rule 153.5. Fees

#### 153.5. Fees

(a) The Board shall charge and the Commissioner shall collect the following fees:

- (1) a fee of \$400 for an application for a certified general appraiser license;
- (2) a fee of \$350 for an application for a certified residential appraiser license;
- (3) a fee of \$325 for an application for a licensed residential appraiser license;
- (4) a fee of \$300 for an application for an appraiser trainee license;
- (5) a fee of \$360 for a timely renewal of a certified general appraiser license;
- (6) a fee of \$310 for a timely renewal of a certified residential appraiser license;
- (7) a fee of \$290 for a timely renewal of a licensed residential appraiser license;
- (8) a fee of \$250 for a timely renewal of an appraiser trainee license;
- (9) a fee equal to 1-1/2 times the timely renewal fee for the late renewal of a license within 90 days of expiration;
- (10) a fee equal to two times the timely renewal fee for the late renewal of a license more than 90 days but less than six months after expiration;
- (11) a fee of \$250 for nonresident license;
- (12) the national registry fee in the amount charged by the Appraisal Subcommittee;
- (13) an application fee for licensure by reciprocity in the same amount as the fee charged for a similar license issued to a Texas resident;
- (14) a fee of \$40 for preparing a certificate of licensure history, active licensure, or supervision;

(15) a fee of \$20 for an addition or termination of sponsorship of an appraiser trainee;

(16) a fee of \$20 for replacing a lost or destroyed license;

(17) a fee for a returned check equal to that charged for a returned check by the Texas Real Estate Commission;

(18) a fee of \$200 for an extension of time to complete required continuing education;

(19) a fee of \$25 to request a license be placed on inactive status;

(20) a fee of \$50 to request a return to active status;

(21) a fee of \$50 for evaluation of an applicant's moral character [criminal history];

(22) an examination fee as provided in the Board's current examination administration agreement;

(23) a fee of \$20 per certification when providing certified copies of documents;

(24) a fee of \$75 to request a voluntary appraiser trainee experience review;

(25) the fee charged by the Federal Bureau of Investigation, the Texas Department of Public Safety or other authorized entity for fingerprinting or other service for a national or state criminal history check in connection with a license application or renewal;

(26) a fee of \$20 for filing any application, renewal, change request, or other record on paper when the person may otherwise file electronically by accessing the Board's website and entering the required information online; and

(27) any fee required by the Department of Information Resources for establishing and maintaining online applications.

(b) Fees must be submitted in U.S. funds payable to the order of the Texas Appraiser Licensing and Certification Board. Fees are not refundable once an application has been accepted for filing. Persons who have submitted a check which has been returned, and who have not made good on that check within thirty days, for whatever reason, shall submit all future fees in the form of a cashier's check or money order.

(c) Licensing fees are waived for members of the Board staff who must maintain a license for employment with the Board only and are not also using the license for outside employment.



## Chapter 153. Rules Relating to Provisions of the Texas Appraiser Licensing and Certification Act

### Rule 153.19. Licensing for Persons with Criminal History

#### ***153.19. Licensing for Persons with Criminal History and Moral Character Determination***

(a) No currently incarcerated individual is eligible to obtain or renew a license. A person's license will be revoked upon the person's imprisonment following a felony conviction, felony probation revocation, revocation of parole, or revocation of mandatory suspension.

(b) The Board may suspend or revoke an existing valid license, disqualify an individual from receiving a license, deny to a person the opportunity to be examined for a license or deny any application for a license, if the person has been convicted of a felony, had their felony probation revoked, had their parole revoked, or had their mandatory supervision revoked. Any such action shall be made after consideration of the factors detailed in Texas Occupations Code §53.022 and subsection (d) of this section.

(c) A license holder must conduct himself or herself with honesty, integrity, and trustworthiness. Thus, the Board has considered the factors in Texas Occupations Code §53.022 and deems the following crimes to be directly related to the occupation of appraiser or appraiser trainee:

- (1) offenses involving fraud or misrepresentation;
- (2) offenses against real or personal property belonging to another, if committed knowingly or intentionally;
- (3) offenses against public administration;
- (4) offenses involving the sale or other disposition of real or personal property

belonging to another without authorization of law;

(5) offenses involving moral turpitude; and  
 (6) offenses of attempting or conspiring to commit any of the foregoing offenses.

(d) In determining the present fitness of an applicant or license holder who has been convicted of a crime, the Board will consider the following evidence:

(1) the extent and nature of the past criminal activity;

(2) the age at the time of the commission of the crime;

(3) the amount of time that has elapsed since the last criminal activity;

(4) the conduct and work activity prior to and following the criminal activity;

(5) evidence of rehabilitation or rehabilitative effort while incarcerated or following release; and

(6) other evidence of present fitness including letters of recommendation from:

(A) prosecution, law enforcement, and correctional officers who prosecuted, arrested, or had custodial responsibility;

(B) the sheriff and chief of police in the community where the applicant or license holder resides; and

(C) any other person in contact with the applicant or license holder.

(e) It shall be the responsibility of the applicant or license holder to the extent possible to secure and provide the Board the recommendations of the prosecution, law enforcement, and correctional authorities, as well as evidence, in the form required by the Board, relating to whether the applicant has maintained a record of steady employment, has supported his or her dependents and

otherwise maintained a record of good conduct, and is current on the payment of all outstanding court costs, supervision fees, fines, and restitution as may have been ordered in all criminal cases in which the person has been convicted.

(f) Moral Character

Determination ~~[Criminal History Evaluation]~~. Before applying for a license, a person ~~[with a criminal history]~~ may request the Board to determine if ~~[evaluate]~~ the prospective applicant's moral character ~~[criminal history]~~ satisfies the Board's moral character requirements for licensing by submitting the request form approved by the Board and paying the required fee. Upon receiving such a request, the Board may request additional supporting materials. Requests will be processed under the same standards as applications for a license. ~~[In responding to a request, the Board shall address each offense listed in the request.]~~

TEXAS



APPRAISER LICENSING & CERTIFICATION BOARD

P.O. Box 12188 • AUSTIN, TEXAS 78711-2188 • WWW.TALCB.TEXAS.GOV

**REQUEST FOR CRIMINAL HISTORY EVALUATION**

(Not to be used to apply for a license or certification)

REQUIRED FEE	AMOUNT	REGISTER NUMBER	DATE RECEIVED
Criminal History Evaluation	\$50.00		

**DO NOT WRITE ABOVE THIS LINE**  
**MAKE CHECKS OR MONEY ORDERS PAYABLE TO: TALCB**  
**ALL INFORMATION MUST BE PRINTED IN INK. INCOMPLETE FORMS WILL NOT BE ACCEPTED.**

An answer must be provided for all questions. If the answer is "none" or "not applicable," please note this on the appropriate line.

The Board may decline to process this request unless all requested information is provided and the proper fee is enclosed. Payment must be a single remittance payable to the **Texas Appraiser Licensing and Certification Board, P.O. Box 12188, Austin, TX 78711-2188**. The fee is NOT refundable once the request has been accepted for processing by the Board.

**PART I—PERSONAL INFORMATION**

1. Full Legal Name: \_\_\_\_\_  
(Last) (First) (Middle)

2. Social Security Number: \_\_\_\_\_ 3. Drivers License or State ID No.: \_\_\_\_\_  
(State)

4. Date of Birth: \_\_\_\_\_ 5. Gender:  Male  Female  
(mm/dd/yyyy)

6. Permanent Mailing Address

\_\_\_\_\_  
 Street Address **OR** P.O. Box No. Apt. or Suite

\_\_\_\_\_  
 City State Zip Code

\_\_\_\_\_  
 Telephone No. Alternate/Cell Telephone No.

\_\_\_\_\_  
 Fax No. Email Address

7. List below all names (maiden, aliases, nicknames, etc.) by which you have been known.

\_\_\_\_\_  
 \_\_\_\_\_

This document is available on the TALCB website at [www.talcb.texas.gov](http://www.talcb.texas.gov)

**PART II— CRIMINAL BACKGROUND INFORMATION**

8. Have you ever been convicted of a criminal offense? (Include **ALL** felonies and misdemeanors, including DWI and DUI. You do not have to include traffic tickets.) Yes  No
9. Have you ever been placed on probation, community supervision, or deferred adjudication? Yes  No

**If the answer to 8 or 9 is YES, submit copies of all indictments, information, judgments, orders and charges, and a written explanation.**

**CERTIFICATION**

I certify that I have examined this request form and the answers given are true, correct and complete. I authorize the Texas Appraiser Licensing and Certification Board to conduct any investigations of me which it deems prudent. I understand that a favorable outcome does not guarantee that I will be granted a license or certification if I apply, but only that the criminal offenses that I have reported do not disqualify me from becoming licensed or certified. I further understand that information submitted in conjunction with this form may become a public record. **I request the Texas Appraiser Licensing and Certification Board to determine if my criminal background prevents me from becoming licensed under Chapters 53 and 1103 of the Texas Occupations Code or Section 153.19 of the Rules of the Texas Appraiser.**

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

**PRIVACY NOTICE**

**The following notice about certain information, laws, and practices is given in accordance with Chapter 559, Texas Government Code.**

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.**
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.**
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.**



## REQUEST FOR MORAL CHARACTER DETERMINATION

FEES	RECEIPT NUMBER	AMOUNT	MONEY TYPE	DATE RECEIVED
MORAL CHARACTER DETERMINATION		\$50.00		

DO NOT WRITE ABOVE THIS LINE

**ALL INFORMATION MUST BE TYPED OR PRINTED IN INK.  
MAKE CHECKS OR MONEY ORDERS PAYABLE TO TALCB. FEES ARE NON-REFUNDABLE.**

**1. Full Legal Name:** \_\_\_\_\_  
Last First Middle

**2. Social Security Number:** \_\_\_\_\_ **3. Drivers License or State ID Number:** \_\_\_\_\_  
State

**4. Date of Birth:** \_\_\_\_\_ **5. Gender:**  Male  Female

**6. Mailing Address and Contact Information: (Post Office Box may be used)**

\_\_\_\_\_  
Number, Street and Apt No.

\_\_\_\_\_  
City State Zip Code Phone Number

\_\_\_\_\_  
Fax Number E-mail Address

**7. List all names (maiden, aliases, nicknames, etc.) by which you have been known.**

\_\_\_\_\_

\_\_\_\_\_

**8. Provide the information indicated concerning each "professional or occupational license" that you currently hold, have held in the past five years, or for which you are currently applying. As used herein, a "professional license" is any state or federal license, permit, registration, or certification that is required to engage in a regulated business or activity.**

License Type	License No.	Jurisdiction	Issue Date	Exp/Term Date	Status
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

9. Have you ever (1) had any professional or occupational license or certification suspended, canceled or **AGENDA ITEM 6** revoked; (2) received a reprimand or disciplinary action; (3) surrendered a license or certification pending disciplinary action; or (4) had an application for such denied in Texas or any other state?  Yes  No  
If YES, submit a complete written explanation and appropriate documentation such as final orders, etc.

10. Are there any pending complaints, investigations, or disciplinary hearings against any professional or occupational licenses or certifications you hold?  Yes  No  
If YES, submit a complete written explanation and appropriate documentation such as final orders, etc.

11. Have you ever (1) been convicted of or pleaded *nolo contendere* to a criminal offense (Include **ALL** felonies and misdemeanors, including DWI and DUI. You do not have to include traffic tickets); (2) been placed on probation, community supervision, or deferred adjudication; or (3) are there any criminal charges pending against you?  Yes  No  
If the answer to (1), (2), or (3) is YES, submit a complete written explanation and copies of all indictments, information, judgments, orders and charges.

12. Have you ever had a civil judgment rendered against you, or are there any civil suits pending against you?  Yes  No  
If YES, submit a complete written explanation and copies of all petitions and judgments.

### CERTIFICATION

I certify that I have examined this request form and the answers given are true, correct and complete. I authorize the Texas Appraiser Licensing and Certification Board to conduct any investigations of me which it deems prudent. I understand that a favorable outcome does not guarantee that I will be granted a license if I apply, but only that the background that I have reported does not disqualify me from becoming licensed. I further understand that the information submitted in conjunction with this form may become a public record. I request the Texas Appraiser Licensing and Certification Board to determine if my background prevents me from becoming licensed under Chapters 53 and 1103 of the Texas Occupations Code or Section 153.19 of the Rules of the Texas Appraiser.

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

### PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Governmental Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Governmental Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.

TALCB Enforcement Committee

Action Item List

Date Requested	Item Description	Person/Division Assigned	Status	Remarks	Date Completed
10/24/14	Draft Rule: Alternative standards for evaluating experience for prior license holders	GC/SES/ELS	Completed	Rule proposed at August board meeting	08/14/15
04/16/14	Revise Disciplinary History Display on Website	IT	Completed	Programming changes in progress; display has been updated, but additional programming still needed	03/31/16
04/16/14	Research and recommend possible alternative criteria for Mentors	SES	Completed	Revised mentor criteria adopted at August Board meeting	08/14/15
01/22/14	Video tape message to Respondents regarding Investigative Conference	L. Fontana/SES	On hold	SES provided proposed script to L. Fontana	

Last modified: 4/15/2016