**October 1, 2022-December 31, 2022 Online Recertification Class**

Dear Kentucky CCDW Trainer and Instructor,

We have developed an online recertification class that you may take and complete to be in compliance with KRS 237.120 subsection (3) which requires you to recertify every three years.

**FOR THOSE TRAINERS AND INSTRUCTORS WHOSE CERTIFICATIONS HAVE EXPIRED AND ARE STILL WITHIN THE 180 DAYS GRACE PERIOD OR WILL EXPIRE BY DECEMBER 31, 2022,** please fill out the enclosed application form and return it as soon as possible.

After we receive your application, and verify your recertification eligibility, you will be sent an online payment prompt through your email. Once we have received your $50 payment, the class link will be sent to your email. If you choose to pay your $50 fee by cashier’s check or money order payable to **KENTUCKY STATE TREASURER**, please send payment in with your application.

We are not accepting personal checks or cash at this time. Please mail application (and payment if you choose to pay by cashier’s check or money order, instead of using the online pay method) to:

*DOCJT/CCDW Program*

*4449 Kit Carson Drive*

*Richmond, KY 40475*

Please note that the link for the online class will not be sent to you until a completed and signed application and proper payment is received and class eligibility is verified. **SINCE THE LINK WILL BE EMAILED, YOU MUST HAVE AN ACCURATE EMAIL ON FILE WITH ME TO RECEIVE THE CLASS LINK.**

The online classes will be similar to the in-person classes. It will be less than four hours. After you have completed the class, I will send you an updated certificate of training with your new expiration date.

There will be NO more extensions. If you do not complete one of these online classes, your certification will terminate, and you will need to repeat the Instructor class in order to teach. There will be NO In-Person classes.

Sincerely,

Susan Dunaway, CCDW Program Coordinator

(859) 622-2299