



CITY OF RAPID CITY

300 SIXTH STREET
RAPID CITY, SOUTH DAKOTA 57701

Date: June 11, 2008

Jerry W. Cole,
Director
(605) 394-5225

To: Mayor Hanks and City Council Members

From: Jerry Cole, Parks and Recreation Director 

Subject: NSPF Instructor Class

Jeri Taton
Administrative
Assistant
(605) 394-5225

Attached please find a Travel Request for Duncan Olney to attend the NSPF Instructor Class sponsored by the National Swimming Pool Foundation. The School will be held in Colorado Springs, Colorado from October 13 through October 17, 2008 at an approximate cost of \$1,989. Funding is available in the 2008 budget for this expenditure.

Lon Van Deusen,
Parks & Cemetery
Manager
(605) 394-4175

The NSPF Certified Pool Operator certification program is the largest in the world and classes provide professional, consistent, comprehensive and succinct methodology and training. The following topics will be covered: Structuring and conducting an NSPF certification course; Teaching and communication methods; Use of teaching aids and equipment; Lesson planning and teaching units; Administrative policies and procedures; and Graded practical teaching exercises.

Doug Lowe,
Recreation Manager
(605) 394-4168

James (JJ) Walraven
Golf Superintendent
(605) 394-4199

Please approve this travel request. If you have any questions, please contact me at your convenience.

Duncan Olney
Aquatics Manager
(605) 394-5223

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel DUNCAN R. OLNEY Department Park + RECREATION

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)
TO ATTEND NSPF INSTRUCTOR SCHOOL + World Aquatic Health CONF

List all other City employees, if any, making the trip for the same purpose: _____

Place of meeting or destination: Colorado Springs, Co

Date of meeting OCT 13-17, 2008

Date trip to begin OCT 12, 2008 Date trip will end OCT 18, 2008

Method of transportation requested CITY CAR

Estimated transportation cost \$ 250.00

Meals \$ 744.00

Lodging 6 days

Other costs - description Instructor Course 595.00

CONFERENCE Fee 370.00

Total estimated cost of trip \$ 1989.00

Signed Duncan R. Olney 5/29/08 Date _____ Date _____
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ _____

Approved: _____ Date _____
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy



NSPF® Instructor (NSPFI™) Class

October 13, 14 & 15, 2008
Crowne Plaza Hotel, Colorado Springs
2886 South Circle Drive
Colorado Springs, CO 80906

Purpose

The NSPF® Certified Pool/Spa Operator® (NSPF CPO®) certification program is the largest in the world. An NSPFI™ class provides professional, consistent, comprehensive and succinct methodology to present NSPF® CPO® certification training.

Prerequisites

- Completion of NSPF® Certified Pool/Spa Operator® (NSPF® CPO®) certification a minimum of six months prior to the class date
- Score of at least 80% on the NSPF® CPO® certification exam

Topics Covered

- Structuring and conducting an NSPF® CPO® certification course
- Teaching and communication methods
- Use of teaching aids and equipment
- Lesson planning and teaching units
- Administrative policies and procedures
- Graded practical teaching exercises

Examinations and Certification

- Each student will be required to take two **closed book** examinations:
 - A technical examination covering the NSPF® Pool & Spa Operator™ Handbook (**2007 edition**).
 - An exam based on methodology covering specific sections in the NSPF® Instructor Manual.Minimum passing score on each exam is 80%.
- Each student will be assigned two chapters from the NSPF® Pool & Spa Operator™ Handbook (**2007 edition**) prior to the class. The student will prepare lesson plans and visual aids for each chapter and will teach portions of the assigned chapters.
- Certification as an NSPF® Instructor will be based on the scores received from the closed book exams and teaching performance as evaluated by a member of the NSPFI™ staff.
- Successful candidates will receive certification as NSPF® Instructors and will receive certificates and wallet cards in recognition of this accomplishment.

NSPFI™ Staff

Dr. Fontaine Piper will be the Instructor Education Director.

Location

The class will be held at the Crowne Plaza Hotel, 2886 South Circle Drive, Colorado Springs, CO 80906.

Housing/Travel

Each participant will be responsible for arranging his/her own travel and/or housing for the NSPF® Instructor class.

To make a reservations at the Crowne Plaza Colorado Springs:

- online at www.crownplaza.com/coloradospring
- email to reservations@hhgcos.com
- call the hotel directly at 719-576-5900 or 800-981-4012 and ask for reservations

The room rate is \$129.00 for single or double occupancy. When making a reservation, be sure to mention the group code **WA2**. This rate is available as long as there is availability in the group block. The reservation deadline is Friday, September 19, 2008.

Cost

The cost for participating in the NSPF® Instructor class is only **U.S.\$595**, which may be paid by check, money order, or Visa/MasterCard/American Express. This fee includes tuition, all class material, and buffet lunches on each day of class. Each student will be responsible for his/her own travel and hospitality costs.

Registration

This course is being taught using the 2007 edition of the NSPF® Pool & Spa Operator™ Handbook. Registrations for the class must be received **no later than, Wednesday, August 27, 2008**. Registrations received after this date will be REJECTED. If the class fills before August 27, 2008, registration will close at that time. Early registration is encouraged. Registrations may be submitted by:

- E-Mail (shannon.heimbach@nspf.org)
Visa/MasterCard/American Express only
- FAX (719.540.2787)
Visa/MasterCard/American Express only
- Telephone (719.540.9119)
Visa/MasterCard/American Express only

***** REGISTRATIONS WILL NOT BE ACCEPTED
WITHOUT FULL PAYMENT *****

Withdrawals received on or before Wednesday, August 27, 2008, are subject to a 20% withdrawal fee. No refund will be given for withdrawals received after Wednesday, August 27, 2008.



National Swimming Pool Foundation
4775 Granby Circle
Colorado Springs, CO 80919-3131
719.540.9119 • 719.540.2787 (FAX) • www.nspf.org