

Instructor Preparation Approval Form

In order to attend the "Instructor Preparation" course a potential county instructor must be recommended (nominated) in writing by the appropriate senior management. Appropriate senior management is as the situation exists, either (a.) the tax assessor/tax collector/revenue commissioner/license commissioner/probate judge who is in the supervisory chain of command of a potential instructor, (b.) in the event that a tax assessor/tax collector/revenue commissioner/license commissioner/probate judge is not in the supervisory chain of command of a potential instructor, the county clerk/administrator/manager who is in the supervisory chain of command of a potential instructor, or (c.) the Jefferson County BOE Chair for employees of that office.

I _____, title _____

do hereby recommend _____

to attend the *Instructor Preparation* course.

Signed: _____ Date: _____