

July 12, 2005

«FIRST\_NAME» «LAST\_NAME»  
«AFFILIATION»  
«ADDRESS»  
«CITYSTATE» «ZIP»

Dear «TITLE» «LAST\_NAME»:

As a result of recent legislation, all persons designated as floodplain administrators must be accredited through the Oklahoma Water Resources Board (OWRB) no later than June 30, 2006. Our records reflect that you are the current floodplain administrator for your community.

To obtain initial accreditation please file the enclosed application with the OWRB, along with documentation of one of the following:

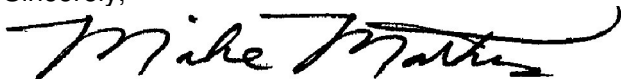
- (1) completion of continuing education training approved by the Board;
- (2) evidence of at least two (2) years of sufficient experience in floodplain management;
- (3) proof of current standing as a Certified Floodplain Manager (CFM®) in the certification program of the Oklahoma Floodplain Managers Association or other association; or
- (4) successful passage of an examination given by the Board.

Please submit the completed application and documentation to this office at your earliest convenience, **but no later than May 1, 2006**. This provides a time frame of over eight (8) months to obtain additional experience and/or training **if needed**. We have enclosed a schedule of continuing education classes for your convenience. Satisfactory completion of one of these workshops will meet accreditation requirements as specified under option no. (1) listed in the above paragraph. Additional workshops may be scheduled at a later date.

Please note that all accreditations will expire on June 30 of each year and must be renewed. Renewal will require return of a completed renewal application prior to **July 1, 2007**, along with documentation of 6 hours of approved continuing education training taken between July 1, 2006, and June 30, 2007, **or** proof of being a CFM® in good standing.

We believe that the accreditation program is a positive step in assuring that persons responsible for important economic decisions affecting health, safety and welfare of our citizens be given the opportunity to receive the training needed to assist them in managing development in floodplains. Please contact Rhonda Bowers at (405) 530-8800 if you have any questions regarding program requirements or other questions in general.

Sincerely,



Michael E. Mathis, Chief  
Planning and Management Division