

Landon State Office Building  
900 SW Jackson Street, Room 1031  
Topeka, KS 66612-1228



Phone: 785-296-7296  
Fax: 785-296-6212  
www.ksbems.org

Dennis Allin, M.D., Chair  
Steven Sutton, Executive Director

Sam Brownback, Governor

## MEMORANDUM

Date: January 24, 2012  
To: Transition course coordinators and instructors  
From: Carman Allen, Technician Services Manager  
Ref: Changing Transition Course Dates and/or Times

In the event you must deviate from the dates and/or times for which your transition course is approved, you **MUST** notify board staff in **ADVANCE** of such changes. Failure to do so will require submission of a **NEW** transition course application and schedule, 30 days in advance of the date of the first module or session.