



**UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001**

September 16, 2025

ALL AGREEMENT STATES
INDIANA, WEST VIRGINA

**NOTIFICATION OF ACCEPTANCE TO THE LICENSING PRACTICES AND PROCEDURES
(G-109) COURSE (STC-25-051)**

Purpose: To provide notification to the States of students selected to attend the U.S. Nuclear Regulatory Commission's (NRC's) Licensing Practices and Procedures (G-109) Course to be held November 3-6, 2025, in Albany, New York.

Background: The NRC provides funding to the Agreement States for training and any associated travel.

Discussion: Students selected to attend the November 3-6, 2025, Licensing Practices and Procedures (G-109) Course in Albany, New York are provided in Enclosure 1. Please provide this notification to each individual from your program that has been accepted to this course. Students selected to attend this course will be paid travel and per diem by the NRC. Detailed guidance for students is provided in Enclosure 2. Please inform us of any withdrawals immediately so that individuals on the waiting list have an opportunity to attend.

If you have any questions regarding this correspondence, please contact the individual named below:

POINT OF CONTACT: Karen Meyer
TELEPHONE: (301) 465-0791

E-MAIL: ASTrainingandtravel.Resource@nrc.gov

A handwritten signature in cursive script, reading "Adelaide S. Giantelli".

Signed by Giantelli, Adelaide
on 09/16/25

Adelaide S. Giantelli, Branch Chief
State Agreement and Liaison Programs
Division of Material Safety, Security, State
and Tribal Programs
Office of Nuclear Material Safety
and Safeguards

Enclosures:

1. List of students
2. Instructions for students

LICENSING PRACTICES & PROCEDURES (G-109)

November 3-6, 2025

Albany, New York

PARTICIPANT(S)	STATE
Quin Hinman	AZ
Adana Pappas	CA
Simone Maxwell	CT
Laura Allen	IL
Solan Yadata	MD
Hayden Burns	NC
Shanaz Ghandhi Roshell Wiggan	NY City
Umayal Avichi Ian Christoferson Derick Dietrich Anna Trombetta Vattoly Majo Thomas Jambunathan	NY DEC
Christine Dobert Sara Heim-Koch Mary Furan Daniel Suite Troy Meisner Brian Frazer Rachel Murphy	NY SHD
Jacob Burlingame	OH
Ellen Isbell	OK
Jamie Baddorf	PA
Jared Brokke	RI
Colin Shumake	TN
Michele Brown	TX CEQ
Christina Zuniga	TX DSHS
Inva Braha	UT
Jacquelyn Hughes	VT

INSTRUCTIONS TO STUDENTS

ACCEPTANCE: Individuals listed in Enclosure 1 have been accepted for participation in the Licensing Practices and Procedures (G-109) Course. This course is scheduled to be presented November 3-6, 2025, at the New York State Department of Health (NYSDH). The NYSDH is located at Empire State Plaza, Corning Tower, Room 306, Albany, NY 12237.

COURSE: Please note that the course begins at 8:00 a.m. eastern time on Monday, November 3rd, and ends at 5:00 p.m. eastern time on Thursday, November 6th.

LODGING AND TRAVEL: Please plan to arrive on Sunday, November 2nd, and depart on Thursday, November 6th. Please plan to attend the course through the stated end time of 5:00 p.m. If there are no flights available that would allow you to arrive home before midnight on Thursday, you may elect to depart early on Friday, November 7th. In this event, NRC will provide reimbursement for the hotel on Thursday night and per diem on Friday. Students **must** make their lodging and air travel arrangements through El Sol Travel at (844) 244-6694 and indicate that the travel is "Invitational" for the NRC. Please select a fully refundable government fare, El Sol Travel will direct bill the NRC for the flight. Traveler is responsible for providing a personal credit card to El Sol to reserve the hotel at the federal rate or lower, hotels are not direct billed to NRC. If the need arises and you must make a change and/or cancel, contact Karen Meyer at (301) 465-0791 at least 2 weeks prior to the course.

Recommended Hotel (thru ElSol): Hyatt Place, 82 Montgomery Street, Albany, NY 12207

Please complete the Travel Application Form which will be provided to you and submit to AStrainingandtravel.Resource@nrc.gov, at your earliest opportunity, but **no later** than, Friday, October 24th. The per diem for Albany, New York is \$117 for the hotel and \$86 for meals and incidentals. The first and last day of travel per diem is calculated at 75 percent (\$64.50). Students are responsible for their own transportation (taxi/uber/subway, etc.) between the hotel and the training center, you will be reimbursed for these expenses upon return. If you are authorized to drive your personal vehicle, the Federal mileage reimbursement is 70 cents per mile.

- Hotel **must** be reserved with ElSol.
- State vehicles are **not** authorized for mileage reimbursement.
- Rental cars are **not** authorized for reimbursement.
- Airport parking is allowed for personal and State vehicles; however, will only be reimbursed up to the standard rate (i.e., no valet parking).
- **Must** provide ALL receipts including meals for the voucher.
- Travel is allowed the day before and day after the class. If you will not arrive home by midnight on the last day of class, you can depart the next morning.
- For personal vehicles, you will need to include a map showing the mileage to and from.
- **No** personal time is allowed to be added before/after official NRC travel.
- **Must** have direct deposit set-up for travel reimbursements. Checks are no longer sent by Treasury.

In addition, you will need to complete the attached NRC-64 voucher for reimbursement upon return from travel, **no later** than Friday, November 14th. Review the itemized list for accuracy,

including hotel, hotel tax and any additional authorized expenses. Additional expenses that were not included may be denied on a case-by-case basis. Sign the NRC-64 and e-mail back to AStrainingandtravel.Resource@nrc.gov with your hotel (individual days & a zero balance), taxi/uber (**tip not to exceed 15%**), flight receipt, and all other receipts including meals.

Further instructions, including course agenda, will be provided via email or on the first day of the course for selected students.

Specific questions about the course can be sent directly to the NRC's Course Manager, Carmen Dykes (carmen.dykes@nrc.gov).

STC-25-051 Notification of Acceptance to the Licensing Practices & Procedures (G-109) Course - Albany,
NY: November 3-7, 2025 DATE September 16, 2025

DISTRIBUTION:

ADAMS Accession No.: ML25257A002

OFFICE	NMSS/MSST/SMPB			
NAME	AGiantelli AG			
DATE	Sep 16, 2025			

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