



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
209 E. Musser Street, Room 101 | Carson City, Nevada 89701  
Phone: (775) 684-0150 | [www.hr.nv.gov](http://www.hr.nv.gov) | Fax: (775) 684-0122

**MEMORANDUM**  
**HR#68-15**

November 5, 2015

**TO:** Personnel Commission Members  
Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
Employee Representatives

**FROM:** Lee-Ann Easton, Administrator *Lee-Ann Easton*  
Division of Human Resource Management

**SUBJECT:** PROPOSED CLASSIFICATION CHANGES

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Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections regarding these changes, please send your written notification to Peter Long at [plong@admin.nv.gov](mailto:plong@admin.nv.gov) no later than December 9, 2015.

If no written objections are received in this office by December 9, 2015, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

# NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #17-16  
Posting Expires: December 9, 2015

Per NRS 284.160, the Administrator may make a change in classification without the prior approval of the Commission. The following change(s) are proposed

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
10.135	Mental Health Counselor V	43*	B	<i>10.135</i>	<i>Mental Health Counselor V</i>	<i>43*</i>	<i>B</i>
10.137	Mental Health Counselor IV	41*	B	<i>10.137</i>	<i>Mental Health Counselor IV</i>	<i>41*</i>	<i>B</i>
10.138	Mental Health Counselor III	39*	B	<i>10.138</i>	<i>Mental Health Counselor III</i>	<i>39*</i>	<i>B</i>
10.139	Mental Health Counselor II	37*	B	<i>10.139</i>	<i>Mental Health Counselor II</i>	<i>37*</i>	<i>B</i>
10.141	Mental Health Counselor I	35*	B	<i>10.141</i>	<i>Mental Health Counselor I</i>	<i>35*</i>	<i>B</i>

\* Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.

## ***Basis for Recommendation***

Human Resource Management recommends revisions to Mental Health Counselor series to include the designation of “Qualified Intellectual Disabilities Professional” in Special Requirements. Updates were also made to maintain consistency with formatting and language.

Mental Health Counselors provide counseling, case management, direct clinical services, program development, policy implementation, community and home based services, and behavioral and human services to mentally ill, mentally retarded and/or emotionally disturbed clients in an outpatient, residential, community or similar setting. Incumbents conduct appraisals and assessments through interviews with the client, family members and community systems, personal observations, communication with clinicians and representatives of community agencies and organizations; conduct or participate in treatment planning; provide individual, family and group counseling and consultative services to clients, their families and support systems; utilizing a broad array of intervention techniques required to effectively address client problems, which may include multiple psychosocial problems within the family unit; utilize a family and community systems approach to develop and implement treatment; and develop and implement after care plans. They also prepare documentation and reports to appraise the court or similar systems; review client charts, discuss client treatment at case staffings, or make case presentations; refer clients to other agencies and organizations and identify resources based on client needs; and provide crisis intervention. Additionally, they coordinate housing arrangements and write service contracts according to established procedures; develop formal training programs for agency staff and service providers by researching appropriate topics or training materials; plan and coordinate new and continuing program development activities by conducting needs assessments; and provide clinical supervision of student interns, residents, and volunteers as assigned.

Agencies utilizing these classifications support the changes.

***Note: Changes, additions and/or deletions on the class specification are noted in red.***

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0130.

**Objections to the proposed change(s) must be received in writing by December 9, 2015.** Objections should be addressed to Peter Long, Deputy Division Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

**POSTING DATE: November 5, 2015**



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>MENTAL HEALTH COUNSELOR V</b>	<b>43*</b>	<b>B</b>	<b>10.135</b>
<b>MENTAL HEALTH COUNSELOR IV</b>	<b>41*</b>	<b>B</b>	<b>10.137</b>
<b>MENTAL HEALTH COUNSELOR III</b>	<b>39*</b>	<b>B</b>	<b>10.138</b>
<b>MENTAL HEALTH COUNSELOR II</b>	<b>37*</b>	<b>B</b>	<b>10.139</b>
<b>MENTAL HEALTH COUNSELOR I</b>	<b>35*</b>	<b>B</b>	<b>10.141</b>

**SERIES CONCEPT**

Mental Health Counselors provide counseling, case management, direct clinical services, program development, policy implementation, community and home based services, and behavioral and human services to mentally ill, mentally retarded and/or emotionally disturbed clients in an outpatient, residential, community or similar setting.

Conduct appraisals and assessments through interviews with the client, family members and community systems, personal observations, communication with clinicians and representatives of community agencies and organizations, and utilization of standardized techniques to determine client eligibility for services and appropriate course of treatment at the least restrictive level possible.

Conduct or participate in treatment planning by attending treatment team meetings in which client goals are determined, and appropriate strategies and plans are developed and modified as necessary; coordinate and integrate services among members of treatment teams and client support systems; monitor treatment plans and evaluate effectiveness.

Provide individual, family and group counseling and consultative services to clients, their families and support systems utilizing a broad array of intervention techniques required to effectively address client problems, which may include multiple psychosocial problems within the family unit.

Utilize a family and community systems approach to develop and implement treatment plans by working with families and significant others in addition to the client; resolve client problems to prevent reoccurrence; provide recommendations for family reunification and adoption preservation.

Develop and implement after care plans; advocate for clients through interactions with other agencies, organizations, community and support systems such as the courts, welfare, school, juvenile justice, probation and parole, or other similar agencies; monitor after care services to ensure achievement of the goals identified in the treatment plan; provide support and assistance to clients and their families to facilitate the return of clients to the least restrictive environment possible.

Prepare documentation and reports to appraise the court or similar systems regarding clients' mental and behavioral status; make observations, research client records, and integrate treatment team input to facilitate appropriate and informed decisions.

Review client charts, discuss client treatment at case staffings, or make case presentations; make individual and standardized assessments; integrate and analyze information from all available sources and systems; document quality of care and ensure information is available to other members of the treatment team; complete required forms and reports and maintain documentation to ensure compliance with established laws, regulations, policies and requirements for agency reimbursement including billing forms.

\* Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.

<b>MENTAL HEALTH COUNSELOR V</b>	<b>43</b>	<b>B</b>	<b>10.135</b>
<b>MENTAL HEALTH COUNSELOR IV</b>	<b>41</b>	<b>B</b>	<b>10.137</b>
<b>MENTAL HEALTH COUNSELOR III</b>	<b>39</b>	<b>B</b>	<b>10.138</b>
<b>MENTAL HEALTH COUNSELOR II</b>	<b>37</b>	<b>B</b>	<b>10.139</b>
<b>MENTAL HEALTH COUNSELOR I</b>	<b>35</b>	<b>B</b>	<b>10.141</b>

Page 2 of 7

**SERIES CONCEPT (cont'd)**

Refer clients to other agencies and organizations and identify resources based on client needs; ensure appropriate human resource services are available to the client to achieve identified treatment objectives.

Provide crisis intervention to include client restraint or appropriate behavioral and environmental controls for clients who may be hostile, combative, aggressive or assaultive; follow established protocols and policy to protect clients, staff, family and others potentially at risk due to client behavior or family dynamics.

Coordinate housing arrangements and write service contracts according to established procedures; monitor providers by conducting on-site visits to ensure quality care and services are provided according to the contract; evaluate appropriateness of housing arrangements and investigate complaints.

Develop formal training programs for agency staff and service providers by researching appropriate topics or training materials; develop training modules, present training programs, and monitor ongoing training activities; develop and maintain training budgets and supplies; and participate in professional development opportunities to acquire necessary knowledge and skills related to the assignment.

Provide workshops within the community, make public presentations, and participate in other forms of instructional activities to educate the community regarding mental health issues; establish rapport and promote understanding between the client, community and agency.

Plan and coordinate new and continuing program development activities by conducting needs assessments; determine new or existing client needs; assess community resources and determine the resources required to implement new and existing programs; provide ongoing evaluation and assessment of program goals, objectives and activities.

Provide clinical supervision of student interns, residents, and volunteers as assigned.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Mental Health Counselor V:** Incumbents at this level perform advanced clinical work requiring a doctorate in psychology, social science or related human service discipline and a current license in their discipline. Mental Health Counselor V's provide direct clinical services described in the series concept, diagnose client mental illness and other related disorders, consult with colleagues and treatment teams regarding all aspects of the treatment plan, serve as a witness regarding clinical issues in court, and may provide supervision to other mental health professionals and support staff.

**Mental Health Counselor IV:** Incumbents work under the direct supervision of a doctoral level licensed professional while working toward licensure in the State of Nevada. Incumbents must demonstrate acceptance into the licensure process within one year of employment and must obtain licensure within three and half years. Incumbents may be automatically progressed to Mental Health Counselor V upon receipt of their license.

**Mental Health Counselor III:** Incumbents perform the full range of duties described in the series concept and:

<b>MENTAL HEALTH COUNSELOR V</b>	<b>43</b>	<b>B</b>	<b>10.135</b>
<b>MENTAL HEALTH COUNSELOR IV</b>	<b>41</b>	<b>B</b>	<b>10.137</b>
<b>MENTAL HEALTH COUNSELOR III</b>	<b>39</b>	<b>B</b>	<b>10.138</b>
<b>MENTAL HEALTH COUNSELOR II</b>	<b>37</b>	<b>B</b>	<b>10.139</b>
<b>MENTAL HEALTH COUNSELOR I</b>	<b>35</b>	<b>B</b>	<b>10.141</b>

**CLASS CONCEPTS (cont'd)**

**Mental Health Counselor III** (cont'd)

- (1) Serve as a first line supervisor for professional clinicians on a case management team or treatment team. Supervisory duties include assigning and reviewing work, training, evaluating performance, counseling and disciplining staff as appropriate. In some settings this may include providing administrative supervision to psychologists and psychiatrists; or
- (2) Independently oversee and implement the activities of a major program area such as a satellite clinic in a rural community where the incumbent has total responsibility for serving the community and supervising professional, paraprofessional and support staff; or
- (3) Serve as the regional coordinator and resource referral specialist for the State's Employee Assistance Program.

**Mental Health Counselor II:** Positions at this level perform a variety of duties described in the series concept including primary clinical care, community services and/or supervision of a limited number of paraprofessional and support staff. Counselors at this level may be responsible for a single program component, such as housing, residential home programs, alternative living programs such as respite, to include developing policy and procedures, obtaining and tracking services, monitoring the specific program budget, and training providers. This is the journey level in the series.

**Mental Health Counselor I:** Under general supervision, Mental Health Counselor I's receive training and acquire skills in performing professional clinical duties described in the series concept. This is the entry level in the series, and progression to Mental Health Counselor II is not automatic.

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**MINIMUM QUALIFICATIONS**

**SPECIAL REQUIREMENTS:**

- \* Some positions require licensure or certification as a Mental Health Counselor, Certified Counselor, Social Worker, Marriage and Family Therapist, Certified Alcohol and Drug Counselor, [X] Alcohol and Drug Abuse Counselor **or *Qualified Intellectual Disabilities Professional*** issued by the appropriate licensing or certification authority at time of appointment and as a condition of continuing employment.
- \* Some positions require work on evenings, weekends, and/or holidays.
- \* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

**MENTAL HEALTH COUNSELOR V**

**EDUCATION AND EXPERIENCE:** Doctorate from an accredited college or university in psychology, counseling, marriage and family therapy, social work or closely related academic field, licensure as a counselor, marriage and family therapist, or social worker, and three years of post-doctoral clinical experience. (*See Special Requirements*)

MENTAL HEALTH COUNSELOR V	43	B	10.135
MENTAL HEALTH COUNSELOR IV	41	B	10.137
MENTAL HEALTH COUNSELOR III	39	B	10.138
MENTAL HEALTH COUNSELOR II	37	B	10.139
MENTAL HEALTH COUNSELOR I	35	B	10.141

Page 4 of 7

### MINIMUM QUALIFICATIONS (cont'd)

#### MENTAL HEALTH COUNSELOR V (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** clinical assessment methods; types, etiology and treatment of mental disorders; therapeutic principles and techniques used in providing psychological services to clients with mental illness, mental retardation and related disorders; reference books including psychological treatment, diagnostic and statistical manuals. **Working knowledge of:** therapeutic modalities and prevailing schools of psychological thought; theories, principles and practices of psychological testing and interpretation of test results. **Ability to:** supervise lower level professionals, interns, and support staff; analyze and develop clinical programs; give professional presentations to staff and the public; develop, design and implement staff training; implement clinical review systems; develop policies and procedures related to a specific program; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Ability to:** integrate results from multiple test instruments and develop appropriate treatment methods and goals; communicate complex ideas and problems interdepartmentally.

#### MENTAL HEALTH COUNSELOR IV

EDUCATION AND EXPERIENCE: Doctorate from an accredited college or university in psychology, counseling, marriage and family therapy, social work or closely related academic field and three years of post-master's degree clinical experience which may include experience obtained during the doctoral internship. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** clinical assessment methods; types, etiology and treatment of mental disorders; therapeutic principles and techniques used in providing psychological services to clients with mental illness, mental retardation and related disorders; reference, diagnostic and statistical manuals; therapeutic modalities and prevailing schools of psychological thought; assessments, treatment and strategies used in providing clinical services to specific populations; *principles and practices of supervision; State personnel rules and regulations.* **General knowledge of:** theories, principles and practices of psychological testing and interpretation of test results. **Ability to:** abide by the American Psychological Association code of ethics; diagnose mental illness, mental retardation and related disabilities; conduct assessments of intellectual ability, adaptive functioning psychopathology and risk assessment; *recruit, train and supervise direct service staff including professional clinicians and support personnel; provide clinical supervision for other clinicians, paraprofessional staff and interns; and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(*These are identical to the Entry Level Knowledge, Skills and Abilities required for Mental Health Counselor V.*)

#### MENTAL HEALTH COUNSELOR III

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in counseling, marriage and family therapy, psychology, social work or closely related academic field and three years of post-master's degree professional mental health counseling experience; **OR** an equivalent combination of education and clinical experience *at or above a master's degree and experience as described above.* (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** mental health, mental retardation, and/or child and family service delivery

MENTAL HEALTH COUNSELOR V	43	B	10.135
MENTAL HEALTH COUNSELOR IV	41	B	10.137
MENTAL HEALTH COUNSELOR III	39	B	10.138
MENTAL HEALTH COUNSELOR II	37	B	10.139
MENTAL HEALTH COUNSELOR I	35	B	10.141

Page 5 of 7

### MINIMUM QUALIFICATIONS (cont'd)

#### MENTAL HEALTH COUNSELOR III (cont'd)

##### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

systems, philosophy and policies at State and national levels including types of client services, fiscal management, and clinical accountability; community and family systems approaches to treating individuals with mental illness, mental retardation, and emotional and behavioral disorders; *pre-vocational training and job placement procedures for hard-to-employ clients; State and federal rules and regulations related to mental health and mental retardation treatment; court processes and systems.* **Ability to:** coordinate treatment services provided by subordinate clinicians; make appropriate referrals for individuals with emotional, mental, physical, financial and other problems; assign, supervise and prioritize the work of subordinates; provide administrative supervision to higher level staff such as psychologists and psychiatrists as assigned; conduct and complete complex research and program development projects; construct measures, questionnaires and interview protocols; interpret survey and research results; *apply psychological and psychotherapeutic techniques applicable to the clientele served; administer, score and interpret psychological tests and assessment instruments; manage a caseload of individuals with significant mental, emotional and psychological problems and related disorders; transition clients/inmates from a hospital, residential or correctional setting into the community; modify and/or adapt clinical intervention procedures to meet specific identified needs of clients and families; observe and detect signs of psychological disorders or developmental disabilities; organize resources to meet the needs of clients and families with multiple problems; make oral presentations concerning treatment plans, goals and results; and all knowledge, skills and abilities required at the lower levels.*

##### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

~~[Working knowledge of: principles and practices of supervision; State personnel rules and regulations. Ability to: recruit, train and supervise direct service staff including professional clinicians and support personnel; provide clinical supervision for other clinicians, paraprofessional staff and interns.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Mental Health Counselor IV.)*

#### MENTAL HEALTH COUNSELOR II

**EDUCATION AND EXPERIENCE:** Master's degree from an accredited college or university in counseling, marriage and family therapy, psychology, social work or closely related academic field and two years of post-master's degree professional mental health counseling experience; **OR** an equivalent combination of education and clinical experience *at or above a master's degree and experience as described above.* (See Special Requirements)

##### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** theories and principles of counseling and psychotherapy; symptoms, characteristics and treatment of mental illness, mental retardation, and emotional and behavioral disorders; individual, marital, group and family counseling techniques; case management practices and procedures; crisis intervention techniques; treatment team dynamics; psychotropic medications including desired effects, common side effects, and drug interactions; laws governing abuse and neglect of clients/inmates; ethical standards of care and treatment; evaluation and assessment instruments; psychometric testing procedures and testing instruments; oral communication skills sufficient to confer with colleagues, clients/inmates and others; licensing regulations for various types of housing, residential and other living arrangements; pre-vocational training and supported employment procedures. **General knowledge of:** State and federal rules, regulations and laws pertaining to the agency's mission; assessments, treatment and strategies used in providing clinical services to specific populations; clinical (peer) review procedures. **Ability to:** assess, develop and implement treatment plans and goals; write comprehensive evaluations, reports and recommendations; interpret intelligence tests and achievement test results; evaluate services provided to clients and investigate complaints; *and all knowledge, skills and abilities required at the lower level.*



MENTAL HEALTH COUNSELOR V	43	B	10.135
MENTAL HEALTH COUNSELOR IV	41	B	10.137
MENTAL HEALTH COUNSELOR III	39	B	10.138
MENTAL HEALTH COUNSELOR II	37	B	10.139
MENTAL HEALTH COUNSELOR I	35	B	10.141

Page 6 of 7

### MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

~~[Working knowledge of: pre-vocational training and job placement procedures for hard-to-employ clients; State and federal rules and regulations related to mental health and mental retardation treatment; court processes and systems. Ability to: apply psychological and psychotherapeutic techniques applicable to the clientele served; administer, score and interpret psychological tests and assessment instruments; manage a caseload of individuals with significant mental, emotional and psychological problems and related disorders; transition clients/inmates from a hospital, residential or correctional setting into the community; modify and/or adapt clinical intervention procedures to meet specific identified needs of clients and families; observe and detect signs of psychological disorders or developmental disabilities; organize resources to meet the needs of clients and families with multiple problems; make oral presentations concerning treatment plans, goals and results.] (These are identical to the Entry Level Knowledge, Skills and Abilities required for Mental Health Counselor III.)~~

### MENTAL HEALTH COUNSELOR I

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in counseling, marriage and family therapy, psychology, social work or closely related academic field; **OR** an equivalent combination of education and clinical experience *at or above a master's degree and experience as described above.* (See Special Requirements)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**General knowledge of:** normal and abnormal human behavior and development; individual, marital, group and family counseling techniques; case management practices and procedures; crisis intervention techniques; treatment team dynamics; psychotropic medications including desired effects, common side effects, and drug interactions; laws governing abuse and neglect of clients/inmates; client/inmate rights and confidentiality of information; symptoms, characteristics and treatment of common mental and emotional illnesses; effects of substance abuse on mental and emotional health; services, roles and responsibilities of human services agencies in the community. **Ability to:** provide individual, group, marital and family therapy; write concise, logical and clear reports regarding client status and treatment; assess and utilize community resources; establish rapport and appropriate clinical relationships with clients/inmates, their families and care providers; develop and maintain effective and cooperative working relationships with co-workers, medical and health professionals, social service agency representatives and others; negotiate, write and monitor service contracts for client housing and services; prepare documentation for patient charts and billing purposes.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities **required** for Mental Health Counselor II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.135</u>	<u>10.137</u>	<u>10.138</u>	<u>10.139</u>	<u>10.141</u>
ESTABLISHED:	7/01/89P	7/1/89P	7/01/89P	7/01/89P	7/01/89P
	8/19/88PC	8/19/88PC	8/19/88PC	8/19/88PC	8/19/88PC
	9/27/88PC	9/27/88PC	9/27/88PC	9/27/88PC	9/27/88PC
REVISED:	7/13/93LG	7/13/93LG			7/1/99P

<b>MENTAL HEALTH COUNSELOR V</b>	<b>43</b>	<b>B</b>	<b>10.135</b>
<b>MENTAL HEALTH COUNSELOR IV</b>	<b>41</b>	<b>B</b>	<b>10.137</b>
<b>MENTAL HEALTH COUNSELOR III</b>	<b>39</b>	<b>B</b>	<b>10.138</b>
<b>MENTAL HEALTH COUNSELOR II</b>	<b>37</b>	<b>B</b>	<b>10.139</b>
<b>MENTAL HEALTH COUNSELOR I</b>	<b>35</b>	<b>B</b>	<b>10.141</b>

Page 7 of 7

REVISED:	7/1/99P	7/1/99P	7/1/99P	7/1/99P	10/2/98PC
	10/2/98PC	10/2/98PC	10/2/98PC	10/2/98PC	
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG
<b>REVISED:</b>	<b>12/9/15UC</b>	<b>12/9/15UC</b>	<b>12/9/15UC</b>	<b>12/9/15UC</b>	<b>12/9/15UC</b>