ATTACHMENT G Example of E-mail Request for Course Change

----Original Message----

From: Mary C. Townsend, Dr.P.H. [mailto:mary.townsend4@verizon.net]

Sent: Monday, February 11, 2008 10:40 PM

To: Beeckman-Wagner, Lu-Ann (CDC/NIOSH/DRDS)

Subject: Cheri McMasters resume for approval as instructor

<mcmasters resume 0208.doc>

Dear Lu-Ann,

This is a very good person to help me teach - she was in my class and I hoped I could talk her into coming to help teach occasionally. Let me know

what you think.

Thanks,

Mary

Mary C. Townsend, Dr.P.H.

M.C. Townsend Associates, LLC

289 Park Entrance Drive

Pittsburgh, PA 15228

412/343-9946

Fax: 412/343-9947

www.mctownsend.com

2/21/2008 Call to sponsor to send copy of course certificate

Sent: Wednesday, February 27, 2008 9:12 AM

To: Beeckman-Wagner, Lu-Ann (CDC/NIOSH/DRDS)

Subject: mcmasters certif (finally...)

<mcmasters cert.doc>

Thanks, Lu-Ann.

Mary

From: Beeckman-Wagner, Lu-Ann (CDC/NIOSH/DRDS)

Sent: Thursday, February 28, 2008 8:22 AM

To: Mary T

Cc: Beeckman-Wagner, Lu-Ann (CDC/NIOSH/DRDS)

Subject: RE: Cheri McMasters resume for approval as instructor

Hi Mary,

Cheri McMasters is approved as a practicum instructor for your NIOSH approved course #101. This email serves as your official notice. Thank you for the opportunity to review this candidate.

Regards, Lu-Ann

Lu-Ann F. Beeckman-Wagner, Ph.D.

Workforce Screening and Surveillance Team

Surveillance Branch

CDC/NIOSH/DRDS

1095 Willowdale Rd, M/S H-G900.2

Morgantown, WV 26505-2888

304-285-5792 (V)

304-285-6111 (F)

LBeeckman@cdc.gov

Public reporting burden for this collection of information is estimated to average <u>45</u> minutes per course application for reporting changes to applications, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this information, including suggestions for reducing this burden to CDC, Project Clearance Officer, 1600 Clifton Road, MS D-24, Atlanta, GA 30333, Attn: PRA (0920-0138). Do not send the completed form to this address.