

Attachment D – Sample Letter Announcing Specific Training Courses

Dear _____:

The Division of Vital Statistics of the National Center for Health Statistics will be offering two basic training courses related to vital records and vital statistics. I am enclosing announcements about these two courses that may be of interest and benefit to you or your staff.

The first course is "Vital Statistics Records and Their Administration," which focuses on the management and operation of a vital registration program. This course is designed primarily for persons in state or local vital registration offices or in a program that is related to the vital registration system.

The second course, "Vital Statistics: Measurement and Production," provides an introduction to basic vital statistics methodology. This course is designed primarily for statistical staff with the responsibilities for producing, publishing, and analyzing vital statistics data and for evaluating and monitoring the quality of the data. This class is also of interest to users of vital statistics data such as epidemiologists and health statisticians in other health department programs.

The dates and locations for the two courses are:

(TO BE ANNOUNCED)

Please circulate this information to those on your staff who may be interested and to any others who you feel would find the courses helpful. This includes staff of local registration offices and others involved with the registration or statistical process. There is no registration fee or tuition for these courses. Applicants are responsible for their own travel, per diem, and related expenses.

The completed application should be returned to the person listed on the course application. Upon receipt of an application, hotel and meeting information will be sent to the applicant. If you have questions about either course, telephone or e-mail the course instructors.

We appreciate your assistance in distributing this information and hope members of your staff will be able to attend one or both courses. If you need additional announcements, you may reproduce the enclosed application.

Sincerely,

Director
Division of Vital Statistics

Enclosures