

SUPPORTING STATEMENT A

APPLICATION FOR TRAINING

OMB# 0920-0017

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APPLICATION FOR TRAINING

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A. JUSTIFICATION

1. Circumstances Making the Collection of Information Necessary

This Information Collection Request (ICR) is for Revision of a currently approved information collection. Approval is requested for 3 years. This ICR is comprised of the following information collection instruments: **National Laboratory Training Network Registration Form** (Attachment 3) and **Training and Continuing Education Online New Participant Registration Form** (Attachment 4).

Application for training data collection is necessary for course registration, verification of training activity attendance, and compliance with continuing education accreditation requirements. These instruments have served, and are proposed to continue to serve as official application forms for training activities conducted by the Centers for Disease Control and Prevention (CDC) and coordinated by the Office of Surveillance, Epidemiology, and Laboratory Services (OSELS). These information collection instruments have provided and will continue to provide CDC with information necessary to manage and conduct training activities pertinent to its mission.

Through the National Laboratory Training Network (NLTN), a joint program of the Association for Public Health Laboratories (APHL) and CDC, CDC/OSELS coordinates CDC's training activities specific for laboratorians, including laboratory training, classroom study, conferences, and e-learning. The National Laboratory Training Network Registration Form (Attachment 3) collects the required information needed to coordinate learner registration. It is completed by laboratorians and other health professionals seeking laboratory training. No changes have been made to the electronic National Laboratory Training Network Registration Form (Attachment 3). However, the registration process has been streamlined to allow 100% of applications to be submitted electronically, eliminating the need for the previously approved paper-based form. The information collected has allowed and will continue to allow CDC/OSELS through NLTN to send confirmation of registration to participants, provide certificates of attendance or continuing education as proof of participants' attendance, and generate aggregate reports on attendance.

CDC is accredited by multiple accreditation organizations to award continuing education for multiple healthcare professions. The Training and Continuing Education Online New Participant Registration Form (Attachment 4) is completed by health professionals who apply for continuing education through CDC's Training and Continuing Education Online system. CDC/OSELS coordinates CDC's continuing education activities for healthcare professions and relies on the Training and Continuing Education Online New Participant Registration Form (Attachment 4). It is used to collect the required information needed to coordinate learner registration for training activities including classroom study, conferences, and e-learning. This data collection is necessary for course registration, verification of training activity attendance, and compliance with continuing education accreditation requirements. To comply with the new data collection requirements imposed by accreditation organizations, CDC must collect additional profession-specific data through the Training and Continuing Education Online New Participant Registration Form

(Attachment 4). The following profession-specific data is required of specific professions: physician's degree, health education specialist's certification number (CHES) or master's certification number (MCHES), veterinarian's state of licensure and license number, and pharmacist's National Association of Boards of Pharmacy electronic identification number with day and month of birth (NABPeid). These proposed revisions of the Training and Continuing Education Online New Participant Registration Form (Attachment 4) will allow CDC to comply with new data collection requirements imposed by continuing education accrediting organizations and to improve the interface of the electronic form for increased ease of use by learners seeking continuing education.

To comply with requirements of the accreditation organizations, CDC requires learners seeking continuing education to use the Training and Continuing Education Online (TCEO) system. To use this web-based system, learners must first establish a participant account by completing the Training and Continuing Education Online New Participant Registration Form (Attachment 4); then when seeking to register for training available through TCEO, learners complete the same form (Attachment 4).

CDC is accredited by the following six accreditation organizations: (1) The International Association for Continuing Education and Training (IACET) to provide continuing education units (CEUs), (2) the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education credits (CME), (3) the American Nurses Credentialing Center (ANNC) to provide continuing nursing education credits (CNE), (4) the National Commission for Health Education Credentialing (NCHEC) to award certified health education specialist (CHES) contact hours, (5) the Accreditation Council for Pharmacy Education (ACPE) to provide continuing pharmacy credit, and (6) the American Association of Veterinary State Boards (AAVSB) to award Registry of Approved Continuing Education (RACE) credit.

The accreditation organizations require a method of tracking a participant's completion of a training activity and a record which lists the participant's name, address, and phone number to facilitate retrieval of historical information for a period of 7 years from when a participant completed a course or several courses. The demographic data collected in the information collection instruments allows CDC to meet these requirements of the accreditation organizations.

The additional profession-specific data collected by CDC via the Training and Continuing Education Online New Participant Registration Form (Attachment 4) will further eliminate the need for duplicate data collection and decrease burden on respondents. The addition of the profession-specific information allows CDC to comply with continuing education accreditation requirements. The changes to the TCEO information collection are included in Attachment 4 and denoted with yellow highlighting. The time required for an applicant to complete the revised form with the additional information collection is not affected as a result of this revision. However, these changes do impact how the questions and answer choices are displayed.

The Participant Information Form (PIF) data collection instruments used by a group of CDC-funded National Network of STD/HIV Prevention Training Centers for health professionals to register for training events and approved under OMB 0920-0017 (Change request approved by OMB: 12-9-2010) is removed from this ICR. CDC's National Center for Hepatitis, HIV, and Sexually Transmitted Diseases (NCHHSTP) plans to submit a

separate ICR for that data collection.

CDC has been granted OMB approval to use application for training forms, Training and Continuing Education Online New Participant Registration Form and National Laboratory Training Network Registration Forms (electronic and paper-based versions) through March 31, 2013. CDC is seeking OMB approval to use the electronic National Laboratory Training Network Registration Form (Attachment 3), and the revised Training and Continuing Education Online New Participant Registration Form (Attachment 4) for three years.

Since submission of the previous ICR, average burden hours per response have decreased; and annual number of responses for these instruments (Attachments 3 and 4) has decreased from 6,915 hours to 6,792 hours, a decrease of 123 hours. These information collection instruments have supported and will continue to support training activities of CDC.

This collection of information and data from health professionals is authorized by the Public Health Service Act, Title 42, The Public Health and Welfare, Section 295k, Health Professions Data (Attachment 1A) and by Title 42, The Public Health and Welfare, Chapter 6A, Public Health Service, Subchapter II, General Powers and Duties, Part B, Federal-State Cooperation, Section 243 (Attachment 1B), available online at http://uscode.house.gov/download/pls/Title_42.txt

1.1 Privacy Impact Assessment

1. Overview of the Data Collection System

Respondents electronically complete the National Laboratory Training Network Registration Form (Attachment 3) and the Training and Continuing Education Online New Participant Registration Form (Attachment 4) once per course or per new registration. Data are collected electronically for 100% of the forms. Data from the information collection instruments are entered in tracking databases to allow the generation of certificates of attendance or continuing education credits as proof of participants' attendance, aggregate reports, or to produce a transcript when requested. The data collection is used by CDC/OSELS and APHL/NLTN for course registration and to grant continuing education credits. The information collected is securely maintained for a period of 7 years.

Since the previous ICR, proposed revisions have been made to the Training and Continuing Education Online New Participant Registration Form to address accrediting organization requirements and to improve usability, which affects how the questions and answer choices are displayed. The Privacy Impact Assessment (PIA) for the new interface for TCEO was submitted to CDC Office of the Chief Information Security Officer (OCISO) September 27, 2012.

2. Description of Information to be Collected

Categories of identifiable information collected from individual respondents include:

name, mailing address, phone numbers, email address, and other, such as work organization, title or position, and educational degree. Information requested is the same for all respondents, except for the following profession-specific items asked of Training and Continuing Education Online New Participant Registration Form (Attachment 4) registrants: physician's degree, certification number for health education specialists (CHES) and master certified health education specialists (MCHES), veterinarian's state of licensure and license number, and pharmacist's National Association of Boards of Pharmacy electronic identification number with day and month of birth (NABPeid). These questions are asked of TCEO registrants only when they self-identify as an aforementioned professional. Data collected is visible only by profession. For example, NABPeid is required by the National Association of Boards of Pharmacy to report monthly the amount of continuing education for pharmacists (CPE) in order for pharmacists to maintain licensure and certification.

2. Purpose and Use of the Information Collection

CDC and its partners (APHL/NLTN) develop training products for the public health and healthcare workforce to help increase their knowledge and skills and meet their professional training needs. These applications for training are used by and continue to be needed for professionals to register for training offered by CDC and its collaborating partner, APHL/NLTN. For example, since 2009, 509,245 credits and contact hours have been provided to 250,000 health professionals who have registered for training using the Training and Continuing Education Online Form (Attachment 4). Without the use of these applications to register for training, CDC would face the following negative consequences: laboratorians and other health professionals would not be able to register for training courses offered by CDC/OSELS and APHL/NLTN; CDC/OSELS and its collaborating partner (APHL/NLTN) would not be able to award continuing education credits; and CDC/OSELS would not be able to assess learning needs, nor plan and manage trainings. Opportunities for continuing education and professional competence of health workers would decrease in the United States, negatively impacting both domestic and international public health.

The information is used by and continues to be needed for professionals to register for training courses. The information collected facilitates CDC/OSELS and APHL through NLTN to award laboratorians, physicians, nurses, health education specialists, pharmacists, veterinarians, and other healthcare professionals' continuing education. Respondents complete the form once per course or per new registration. Data is collected electronically for 100% of the forms.

Data from CDC/OSELS TCEO information collection instruments (Attachment 4) are entered in tracking databases to allow the generation of certificates of attendance or continuing education credits as proof of participants' attendance, aggregate reports or to produce a transcript when requested. The data collection (Attachment 3) is used by CDC/OSELS and APHL/NLTN for course registration and to grant continuing education credits.

With the proposed revisions to the Training and Continuing Education Online New Participant Registration Form (Attachment 4), TCEO will provide an efficient and integrated electronic system that will meet accreditation requirements and promote the use of secure data and information system standards to improve the timeliness, accuracy, completeness, and consistency of data collection. The collection of information and data

from health professionals is authorized by the Public Health Service Act, Title 42, The Public Health and Welfare, Section 295k, Health Professions Data (Attachment 1A) and by Title 42, The Public Health and Welfare, Chapter 6A, Public Health Service, Subchapter II, General Powers and Duties, Part B, Federal-State Cooperation, Section 243 (Attachment 1B), available online at http://uscode.house.gov/download/pls/Title_42.txt.

2.1 Privacy Impact Assessment

Privacy Impact Assessment

1. Description of how the information will be shared and for what purpose

CDC is accredited by multiple accreditation organizations that require a method for tracking individual completions of training activities for professional development and licensure. Training activity data are entered from the electronic Training and Continuing Education Online New Participant Registration Form (Attachment 4) into tracking databases to allow the generation of certificates of attendance or continuing education credits as proof of participants' attendance, aggregate reports or to produce a transcript when the respondent requests. Access to this information is available only to OSELS staff and CDC IT staff on a strict need-to-know basis for the aforementioned purposes. Registrant data are not sold, rented, or shared with third parties for promotional use.

Data from the electronic NLTN Registration Form, (Attachment 3) are used by CDC/OSELS and APHL/NLTN for course registration and to grant continuing education credits. The information is not shared outside of APHL/NLTN. Contact information is used for emergency purposes only, such as course cancellations. Respondent education levels are used by APHL/NLTN to evaluate the training activities and to determine if course materials meet experience levels and objectives of the target audience. Other information is collected as dictated by the accreditation organizations as previously described.

2. Statement detailing the impact the proposed collection will have on the respondent's' privacy

The proposed data collection will have little to no effect on respondent privacy. No sensitive information is collected.

The categories of information collected by Training and Continuing Education Online Registration Form (Attachment 4) in identifiable form is minimal and includes respondent's name, mailing address, phone number, e-mail address, and other, such as profession. To meet new accreditation organization requirements, the following information will be collected: physician's degree, health education specialist's certification number (CHES) and/or master certification number (MCHES), veterinarian's state of licensure and license number, and pharmacist's National Association of Boards of Pharmacy electronic identification number with day and month of birth (NABPeid).

As part of the APHL/NLTN training activity registration process (Attachment 3), respondents are asked if they would like to be informed of other training opportunities. If they choose to be informed, their contact information is used to provide the requested updates. Respondents can also elect at a later date to be removed from this

notification list. If they indicate upon registration that they do not want to be informed of other training opportunities, contact information is kept only for emergency contact purposes related to the course for which they have registered.

3. Use of Improved Information Technology and Burden Reduction

One hundred percent (100%) of the information and data collection (Attachment 4) from TCEO applicants is collected electronically. Applicants choosing to apply more than once only enter their information once and have the option when their information changes to update their information. The information collected on the forms is the minimum necessary to process and evaluate each application.

One hundred percent (100%) of the information and data collection (Attachment 3) from NLTN applicants is collected electronically. Respondents complete the NLTN application form only once per course or per new registration. Since the previous ICR, use of the paper version of the National Laboratory Training Network Registration Form has been eliminated. This data collection method allows for electronic submission of responses, eliminates cumbersome paper processing, reduces errors, and allows for a smoother application process and more efficient collection of information from applicants.

These information and data collection systems assure 100% compliance with the Government Paperwork Reduction Act (GPEA), Public Law 105-277, title XVII, 1998, lower burden to the respondent, allow individuals to submit information electronically, and provide capabilities for CDC/OSELS and APHL/NLTN to maintain records electronically.

4. Efforts to Identify Duplication and Use of Similar Information

Courses are unique, and data are provided only once for each registration. The required information is specifically intended for the courses that respondents register for, and it is not available from any other source. CDC's applications are used for uniformity and standardization that are required for tracking attendance in the course offerings, meeting the accreditation organizations' standards, and to distinguish professional groups for aggregate reporting purposes. The standardized data that is required for the laboratory training, classroom study, online training, and distance-learning activities are only requested via these forms. No other CDC component requests this information for these training activities offered by CDC/OSELS through TCEO and APHL/NLTN.

5. Impact on Small Businesses or Other Small Entities

No small businesses will be involved in the data collection.

6. Consequences of Collecting the Information Less Frequently

Data are collected only once per course per applicant, or once per new registration. The timeliness of data collected during the application process is critical for an applicant to receive continuing education and or maintain certification or licensure. Applicants have the opportunity to update their information in the event they apply for other courses. There are no legal obstacles to reducing the burden.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

This request fully complies with the regulation 5 CFR 1320.5.

8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency

- A. The agency's notice of proposed revision to an existing data collection was printed in the Federal Register on December 4, 2012, Volume 77, Number 233, page 71800-71801 (Attachment 2). CDC received one non-substantive comment and a standard reply was sent. No changes were made to the proposed information collection based on this response, as the public comment did not relate to the utility and scope proposed.
- B. Although there were no formal consultations outside the agency, CDC encourages respondent comments in the evaluation segment of each training activity. There have been no problems identified concerning the completion of training applications.

9. Explanation of Any Payment or Gift to Respondents

There are no payments or gifts to respondents.

10. Assurance of Confidentiality Provided to Respondents

This submission has been reviewed by CDC's Information Collection and Review Office that determined the Privacy Act does apply, as information in identifiable form (IIF) data collection continues to include only the minimum elements to satisfy requirements for application submission and processing. The categories of IIF collected from applicants include name, mailing address, phone numbers, email address, and category of employment. This information collection is covered under the Privacy Act System of Records Notice (SORN) 09-20-0161, "Records of Health Professionals in Disease Prevention and Control Training Programs," (Attachment 2) published by the Office of the Federal Register, Public Act Assurances: 2011, available online at [http://www.ofr.gov/\(S\(mhtgjztlapbi1ahhtyemaayp\)\)/Privacy/2011/hhs.aspx?AspxAutoDetectCookieSupport=1#200161](http://www.ofr.gov/(S(mhtgjztlapbi1ahhtyemaayp))/Privacy/2011/hhs.aspx?AspxAutoDetectCookieSupport=1#200161)

Collected information that are not IIF include professional license, education degree. Data from the TCEO electronic forms reside on a server under strict physical security. The server is a Microsoft SQL, located behind the CDC firewall. Security provisions meet all requirements established by CDC's Health Information System and Surveillance Board. Registrants' data are not sold, rented, or shared with third parties for promotional use or otherwise. Personal identifiable information is stored on the CDC Microsoft SQL Server database and is available only through the TCEO application to CDC/OSELS administrative personnel and IT staff. Data will be treated in a secure manner and will not be disclosed, unless otherwise compelled by law.

All data collected via the National Laboratory Training Network Registration Form (Attachment 3) is kept within the NetForum training registration system. The system is housed behind a secure firewall at APHL, CDC's partner for NLTN training. Access to individual course information is limited to APHL/NLTN personnel involved in the course for which the respondent has registered. Access to aggregate course information is limited to NLTN program management and IT support staff within APHL.

IRB Approval

IRB is not required for this information collection. This data collection is not considered research based on the description and justification and based on the definition as defined by the federal policy for the protection of human subjects (45 CFR 46) (Attachment 5, Research Determination Memorandum)

10.1 Privacy Impact Assessment Information

1. Statement whether individuals are informed that providing the information is voluntary or mandatory

For both data collection instruments, providing the information is voluntary. However to obtain continuing education credit, respondents are required to provide the demographic information. Personally identifiable information is filed and retrieved by the name of the individual, but it is not published.

The following statements are displayed on each of the information collection instruments (Attachment 3) and (Attachment 4):

- 1) “The requested information is used only to process your training registration and will be disclosed only upon your written request.”
- 2) “Continuing education credit can only be provided when all requested information is submitted.”
- 3) “Furnishing the information requested on the form is voluntary.”

2. Statement regarding opportunities to consent to sharing and submission of information

Individuals who wish to register do not require consent. Upon logging in to register, applicants are informed, immediately that their information will not be shared. The following statement is displayed on the TCEO form (Attachment 4), “The requested information is used only to process your training registration and will be disclosed only upon your written request”. The NLTN registration form (Attachment 3) includes the following statement: “Furnishing the information requested on this form is voluntary.”

3. Statement how the information will be secured

Computerized data from both forms are password-protected. All data collected on the TCEO form (Attachment 4) are front-end web pages with a backend database. TCEO runs on IIS web servers supported by ITSO. TCEO is developed with Active Server Pages (ASP). TCEO runs on IIS web servers supported by ITSO. TCEO will use a firewall permit for the application to access stored procedures and data on a on a Microsoft SQL Server located behind the CDC firewall. Access to information on the CDC Microsoft SQL Server is available only to OSELS staff and CDC IT staff on a strict need-to-know basis. Security provisions for data storage meet all requirements established by CDC’s Information Council Executive Committee (CICEC). Registrant data are not sold, rented, or shared with third parties for promotional use. All data reside behind a strict firewall with security protection.

All personally identifiable information collected from the National Laboratory Training Network (NLTN) Registration Form (Attachment 3) is kept within the NetForum training registration system. The system is housed behind a secure firewall at APHL, the CDC/OSELS partner for NLTN training. Access to individual course information is limited to NLTN personnel involved in the course for which the respondent has registered. Access to aggregate course information is limited to NLTN program management and IT support staff within APHL.

4. Statement whether a system of records is being created under the Privacy Act

Data will be covered under the Privacy Act System of Records Notice (SORN) 09-20-0161, “Records of Health Professionals in Disease Prevention and Control Training Programs,” published on the Office of the Federal Register website, Privacy Act Issuances: 2011, retrieved January 2, 2013 at [http://www.ofr.gov/\(S\(fx1ifprykhkbijvhpgekx30k\)\)/privacy/2011/hhs.aspx#top](http://www.ofr.gov/(S(fx1ifprykhkbijvhpgekx30k))/privacy/2011/hhs.aspx#top) (Attachment 2)

11. Justification for Sensitive Questions

These forms contain no sensitive questions.

12. Estimates of Annualized Burden Hours and Costs

A. Estimated Annualized Burden Hours

The only cost to respondents is the time involved to enter data. Respondents to the National Laboratory Training Network Registration Form (Attachment 3) are laboratorians, and respondents to the Training and Continuing Education Online New Participant Registration Form (Attachment 4) are health professionals. The number of respondents for the data collection has decreased from 82,975 to 81,500. Respondents are not contacted for information, but they provide information only one time for each course for which they register. Data are collected only once per course or once per new registration. One hundred percent (100%) of the data is collected electronically. Total annual respondent burden is 6,792 hours. The hour-burden estimates include the time for reviewing instructions. Total burden hours are calculated by multiplying the number of respondents by the number of responses per respondent by the average number of hours required for each response. An applicant will take an average of 5 minutes to complete a registration application once. The 5-minute estimate was determined by randomly selecting health professionals including laboratorians to complete both forms and timing their efforts. Average burden per response is represented by a fraction of 60 minutes, as it is less than one hour.

Table 1 presents the total burden hours CDC requests for this clearance.

Table 1. Estimates of Annualized Burden

Type of Respondent	Form Name	No. of Respondents	No. Responses per Respondent	Average Burden per Response (in hours)	Total Burden Hours
Health Professionals	Training and Continuing Education Online New Participant Registration Form	75,000	1	5/60	6,250
Laboratorians	National Laboratory Training Network Registration Form	6,500	1	5/60	542
Total					6,792

B. Estimated Annualized Cost to Respondents

The Department of Labor careeronestop.org 2011 wage tables were used to estimate the hourly wage rate for laboratorians (Attachment 6) related to National Laboratory Training Network Registration Form (Attachment 3), and health professionals' hourly wages (Attachment 7) for the Training and Continuing Education Online New Participant Registration Form (Attachment 4). Because health professionals are represented by a wide range of professions in a variety of settings, an average was taken from the wage tables of five health professions presented in Attachment 7 to determine annual cost.

The estimates of annualized cost burden for applicants were developed first by calculating the number of applicants who apply to register and the salaries of those applicants when they apply, next by determining the percentage of applicants for each application relative to the total number of applicants across all applicants' health professions, and then by taking a weighted average of applicant salaries across health professions.

Table 2. Estimated Annualized Burden Costs

Type of Respondents	Form Name	No. of Respondents	No. Responses per Respondent	Average Burden per Response (in hours)	Total Burden Hours	Hourly Wage Rate	Total Respondent Costs
Health Professionals	Training and Continuing Education Online New Participant Registration Form	75,000	1	5/60	6,250	\$48.00	\$ 300,000
Laboratorians	National Laboratory Training Network Registration Form	6,500	1	5/60	542	\$26.00	\$14,092
Total							\$314,092

13. Estimates of Other Total Annual Cost Burden to Respondents or Record Keepers

The data collection instruments and associated processes have been in place as early as 1995. There are no capital or start-up costs to be incurred for the NLTN form (Attachment 3).

A new system interface is required for the TCEO (Attachment 4) to improve usability and meet requirements of CDC’s accreditation organizations. Capital and start-up cost of implementing the new system is \$88,988. This amount includes 1 Non-FTE Software Engineer at 60 % time. Total annualized operation and maintenance cost of the TCEO system is \$235,015.

14. Annualized Cost to the Government

CDC estimates that the annual cost to the government for the information collection instruments is \$314,092, which is \$75,471 for National Laboratory Training Network Registration Form (Attachment 3) and \$235,015 for Training and Continuing Education Online New Participant Registration Form (Attachment 4). This includes personnel costs associated with registration and data management. The breakdown of cost is shown in Table 3 and described below.

Cost estimates for the NLTN form (Attachment 3) include 1 Non-FTE Participant Registrar at 5% time dedicated to the project (\$3,750); 5 FTE Health Scientists dedicated to data management at 15% time (\$65,659), and 1 FTE Health Scientist to provide program oversight 15% of time (\$6,062).

Cost estimates for the TCEO form (Attachment 4) include 1 FTE Project Manager at 25% time dedicated to system oversight (\$29,250); 4 Non-FTEs: 3 User Specialists at 70% time and 1 Software Engineer at 15% time, each dedicated to system maintenance and learner support (\$205,765).

Table 3. Annualized Cost to the Government

Type of Respondent	Form Name	FTE Personnel	Contractor Personnel	Total Cost
Health Professionals	Training and Continuing Education Online New Participant Registration Form	\$29,250.00	\$205,765.00	\$235,015.00
Laboratorians	National Laboratory Training Network Registration Form	\$71,721.00	\$3,750.00	\$75,471.00

15. Explanation for Program Changes or Adjustments

This decrease in burden was the result of a program change due to agency discretion, which involves the removal of a data collection instrument, the Participant Information Form (PIF). This data collection instrument was a form used by the CDC National Center for Hepatitis, HIV, and Sexually Transmitted Disease (NCHHSTP) for the National Network of STD/HIV Prevention Training Centers to collect data from health professionals who register for training. The intent and scope of this data collection instrument extended beyond the methodology and continued intent of this ICR (0920-0017). Both OSELS/SEPDPO and NCHHSTP conducted a meeting and agreed to the removal of the PIF data collection instruments from this ICR, and that NCHHSTP would pursue an information collection request which was a better fit for their instrument.

16. Plans for Tabulation and Publication and Project Time Schedule

This ICR is a request for revision of a 3-year clearance of official registration application forms for training activities conducted by and coordinated by CDC/OSSELS. No data will be published from this collection. The information collection instruments provide CDC with information necessary to manage and conduct training activities pertinent to its mission. The information collected has allowed and will continue to allow CDC and NLTN to send confirmation of registration to participants, provide certificates of attendance or continuing education as proof of participants’ attendance, and generate aggregate reports on attendance. The data collection is necessary for course registration, verification of training activity attendance, and compliance with continuing education accreditation requirements.

Timeline of Key Events Following Receipt of OMB Clearance for Revision Request

Activity	Time Schedule
TCEO Data Collection	Following receipt of OMB clearance, CDC will continue collecting data throughout the approval period and transition to the new interface for data

	collection.
NLTN Data Collection	Following receipt of OMB clearance, CDC will continue collecting data throughout the approval period.

17. Reason(s) Display of OMB Expiration Date is inappropriate

The display of the OMB expiration date is not inappropriate.

18. Exceptions to the Certification for Paperwork Reduction Act Submissions

There are no exceptions to the certification.