

**SUPPORTING STATEMENT B**

APPLICATION FOR TRAINING

OMB# 0920-0017

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## **B. Collections of Information Employing Statistical Methods**

The collection of information does not employ statistical methods. The information collected is used for program management and evaluation.

### **1. Respondent Universe and Sampling Methods**

The respondent universe consists of individuals who may be employees of hospitals, universities, medical centers, laboratories, state and federal agencies, or state and local health departments and apply for training to learn current public health practices. Training activities of CDC/OSELS and NLTN include laboratory training, classroom study, online or web-based training, conferences, and distance-based learning activities. The information collected in these forms allows CDC and its partner to send confirmation of registration to participants; receive certificates of attendance or continuing education credits as proof of participants' attendance; and generate aggregate reports for management use to identify training needs, design courses, select locations for courses, and evaluate programs.

### **2. Procedures for the Collection of Information**

All respondents complete the form once per course or per new registration. Data from the forms are entered into tracking databases to allow CDC/OSELS and NLTN to generate certificates of attendance or continuing education as proof of participants' attendance, to produce a transcript when requested, and to aggregate data for management reports.

### **3. Methods to Maximize Response Rates and Deal with Nonresponse**

Response rates depend on interest in and registration for training offerings. The application forms are a prerequisite for obtaining training and continuing education. Therefore, response from all registrants is ensured.

### **4. Test of Procedures or Methods to be Undertaken**

These forms have been in use in a similar format for approximately 23 years. CDC has successfully tracked and reported data collected during that time.

### **5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data**

For the National Laboratory Training Network Registration Form (Attachment 3), the following CDC and APHL/NLTN staff are consulted for the responsibilities indicated:

**Alice Boone**, 404-498-6341, [aux6@cdc.gov](mailto:aux6@cdc.gov); Data analysis

**Judy Gaither**, 404-498-6351, [jug1@cdc.gov](mailto:jug1@cdc.gov); Data analysis

**Loretta Gjeltema**, 404-345-9349, [lag4@cdc.gov](mailto:lag4@cdc.gov); Data design and analysis

**Valerie Johnson**, 404-984-7738, [vbj1@cdc.gov](mailto:vbj1@cdc.gov); Data design and analysis

**Stephanie Johnston**, 404-498-6541, [sip5@cdc.gov](mailto:sip5@cdc.gov); Data design and analysis

**Rick Parry**, 404-498-6584, [rtp0@cdc.gov](mailto:rtp0@cdc.gov); Cooperative agreement deliverables, data design and analysis

**Pat Thomas**, 404-498-6473, [pht7@cdc.gov](mailto:pht7@cdc.gov); Data design and analysis

**Melissa Von Hatten**, 312-793-0505, [melissa.vonhatten@aphl.org](mailto:melissa.vonhatten@aphl.org); Data collection

For the Training and Continuing Education Online New Participant Registration Form (Attachment 4), the following CDC staff and contractors are consulted for the responsibilities indicated:

**Valerie Curry**, 404-498-6393, [vcurry@cdc.gov](mailto:vcurry@cdc.gov): Data design, analysis, and contract deliverables

**Nancy Gathany**, 404-498-6352, [ntc1@cdc.gov](mailto:ntc1@cdc.gov): Contract deliverables and system oversight

**Sharon Hall**, 404-498-6537, [slhall@cdc.gov](mailto:slhall@cdc.gov): Data design and analysis

**Melissa Locket**, 404-498-6393, [mlocket@cdc.gov](mailto:mlocket@cdc.gov): Data design, collection, and analysis

**Mia Hill**, 404-498-6391, [mhill@cdc.gov](mailto:mhill@cdc.gov): Data collection

**Barbara Riley**, 404-498- [blr4@cdc.gov](mailto:blr4@cdc.gov): Data design and analysis

## **List of Attachments**

### Attachment Laws or Regulations

Attachment 1A. Public Health Service Act, Health Professions Data (42 USC Sec. 792 [295k])

Attachment 1B. Public Health and Welfare, Chapter 6A, Federal-State Cooperation, Section 243

Attachment 2. Privacy Act Issuances 09-20-0161

### Data Collection Instruments

Attachment 3. National Laboratory Training Network Registration Form

Attachment 4. Training and Continuing Education Online New Participant Registration Form

Attachment 5. Research Determination Memorandum

Attachment 6. Wage Information: Medical and Clinical Laboratory Technologists

Attachment 7. Wage Information: Health Professionals

Attachment 8. Copy of 60 Day Federal Register