

Attachment D – Sample Letter Announcing Specific Training Course

Dear Colleague:

The Division of Vital Statistics, National Center for Health Statistics, is once again offering a course on Vital Statistics Records and Their Administration. This course will be an introduction to the proper management and administration of a vital statistics records system. Topics will include:

- History of the vital registration system
- Uniformity in the vital registration system
- Processing and managing a vital records information system
- Certification and electronic verification procedures
- Protecting confidentiality of vital records
- Security and fraud prevention in vital records
- Customer service
- Current legislative and regulatory policies
- Disaster recovery/business continuity
- Electronic registration systems
- Intelligence reform legislation
- Statistical uses of vital records data
- Training and information programs

A course description and a draft course outline are attached.

This 3 1/2 day course will be held on (Date and Location to be Announced). It will adjourn at noon on the last day. **There is no registration fee.** Applicants are responsible for their own travel, per diem, and related expenses.

The attached application must be signed by the applicant and his/her supervisor before faxing to:

Julie Kowaleski
Chief, Registration Methods Program
Division of Vital Statistics, NCHS
3311 Toledo Road, MS: 7318
Hyattsville, MD 20782
Telephone: 301.458.4323
Fax: 301.458.4034
E-mail: jlt2@cdc.gov

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Upon approval of an application*, logistics information will be sent to the applicant.

Below is the host hotel information:

(TO BE ANNOUNCED)

Please inform your staff **DO NOT** make a hotel reservation until their course application has been approved by NCHS.

We appreciate your assistance in distributing this information to your staff and to local personnel who are relatively new to the vital registration system or who have not attended for the past three years and need a refresher. If you have any questions about the training or logistics information, please contact Julie Kowaleski at jlt2@cdc.gov or 301.458.4323.

Sincerely yours,

Director
Division of Vital Statistics, NCHS

3 Attachments:
Course Description
Draft Course Outline
Training Application