

ATTACHMENT 7

Example of E-mail Request for Course Change

From: Beeckman-Wagner, Lu-Ann (CDC/NIOSH/DRDS)
Sent: Thursday, August 15, 2013 9:15 AM
To: Mckay, Roy (mckayrt)
Cc: Beeckman-Wagner, Lu-Ann (CDC/NIOSH/DRDS)
Subject: NIOSH course # 010 faculty request - Berendts

Dear Roy,
Mr. Berendts is approved as a practicum instructor for your NIOSH-Approved Spirometry Training Course #010. This email will serve as your official notification.
Thank you for the opportunity to review this fine candidate.
Warm regards, Lu-Ann

From: Mckay, Roy (mckayrt) [<mailto:MCKAYRT@UCMAIL.UC.EDU>]
Sent: Tuesday, August 06, 2013 2:18 AM
To: Beeckman-Wagner, Lu-Ann (CDC/NIOSH/DRDS)
Subject: Requesting Brian Berendts to be Added to our list of Approved Spirometry Instructors re NIOSH course # 010 - Cincinnati

Lu-Ann:

I'd like to add **Brian Berendts** (whom you met back on June 25 & 26) to our NIOSH-Approved Spirometry Training course practicum instructor list (Approval #010).

A resume for Mr. Berendts is attached to this correspondence. Brian works at the Bernstein Clinical Research Center in Cincinnati and reports administering more than 10,000 acceptable spirometry tests in adults and children. I'm well aware of his spirometry testing abilities in both clinical & research settings.

Brian is very knowledgeable with American Thoracic Society - European Thoracic Society (ATS-ERS) guidelines for spirometry testing, hand-measurement, calibration, and quality assurance procedures. He has taught and/or helped teach spirometry testing to others in a number of different situations. To "learn the ropes" he has worked side-by-side with several of our NIOSH-approved practicum instructors as well as me to become familiar with the responsibilities of a practicum instructor. His knowledge and teaching experience would make him a valuable addition to our NIOSH-Approved Spirometry training program.

For these reasons, I have no hesitation recommending Brian as a practicum instructor for our program and seek NIOSH approval of this request. A resume is attached for your perusal.

If you have any questions, please contact me at any time.

Sincerely,

Roy

Roy T. McKay, Ph.D.
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<< File: Brian Berendts 2013 CV_Cert.pdf >>