

SUPPORTING STATEMENT B

APPLICATION FOR TRAINING

OMB# 0920-0017

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1. Respondent Universe and Sampling Methods

The respondent universe for the TCEO New Participant Registration 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 include classroom study, , conferences, and online learning activities. The respondent universe for the TCEO Proposal consists of CDC course developers and CDC partner course developers to apply for continuing education accreditation for training courses.

2. Procedures for the Collection of Information

All respondents for the Training and Continuing Education Online system voluntarily complete the required identifiable information once per TCEO New Participant Registration and one time for each application for continuing education accreditation via the TCEO Proposal. No interviews or surveys are conducted to collect this information. Data from the TCEO New Participant Registration are entered into tracking databases to allow CDC to send confirmation of registration to participants and certificates of attendance or continuing education as proof of participants' attendance. TCEO system allows CDC to generate aggregate reports for management use to identify training needs, design courses, select locations for courses, and evaluate programs. CDC will use data from the TCEO Proposal to ensure courses submitted for continuing education accreditation meet accreditation standards, and to determine how much and what type of continuing education can be awarded for the courses, so that continuing education can be offered to learners who take the course. The TCEO system will allow CDC to send confirmation of continuing education accreditation to course developers.

3. Methods to Maximize Response Rates and Deal with No Response

No statistical methods are used to collect the information for the TCEO New Participant Registration or TCEO Proposal, voluntarily submitted through the electronic TCEO system. Response rates depend on learners' interest in training offerings and registering for trainings for learners to receive continuing education (TCEO New Participant Registration). Response rates for the new TCEO Proposal depend upon course providers' interest in applying for courses to be continuing education-accredited so learners taking the training can be awarded continuing education. The application forms are a prerequisite for learners to obtain continuing education or for course developers to obtain continuing education accreditation for a course. Therefore, response from all registrants or applicants is ensured. Using methods to maximize response rates and deal with no response are not applicable for these information collection instruments.

4. Test of Procedures or Methods to be Undertaken

The type of data collected on the New Participant Registration has been gathered for approximately over 25 years. CDC has successfully tracked and reported data collected during that time. The TCEO Proposal asks for information that is required by accreditation organizations in order to determine whether a particular training meets accreditation requirements. The electronic TCEO Proposal was pilot tested by <10 respondents; CDC verified information collection content and methods.

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

No statistical methods are used to analyze the data collected on the TCEO New Participant Registration or TCEO Proposal. The following CDC staff and contractors are consulted for the responsibilities indicated:

Sharon Hall, 404-498-6537, slhall@cdc.gov: Data design and analysis

Melissa Locket, 404-498-6393, mlocket@cdc.gov: Data design, collection, and analysis