

Supporting Statement B

Revision

NCHS Vital Statistics Training Application

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<u>B. STATISTICAL METHODS</u>	<u>Page</u>
B1. Respondent Universe and Sampling Methods	3
B2. Procedures for the Collection of Information	3
B3. Methods to Maximize Response Rates and Deal with Nonresponse	3
B4. Tests of Procedures or Methods to Be Undertaken	3
B5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data	4
List of Attachments	5

NCHS VITAL STATISTICS TRAINING APPLICATION

B. Collections of Information Employing Statistical Methods

1. Respondent Universe and Sampling Methods

Information about the availability of the training will be provided to the 57 registration areas in the United States. These are the 50 states, the District of Columbia, New York City, Puerto Rico, Guam, American Samoa, Northern Mariana Islands, and the Virgin Islands. Canadian counterparts will also be notified.

Information obtained on applicants will be processed manually and stored in file cabinets, access to which will be limited to NCHS staff involved with the development and presentation of the training programs. The information concerning applicants will be kept secure and will not be shared with other organizations or persons. On an annual basis the information will be obsolete and will be destroyed.

2. Procedures for the Collection of Information

For vital statistics training and mortality coding training, information on planned courses is provided on an annual basis, with application forms to be completed. Registration officials will be informed of dates and locations at which training will be provided so that individuals may complete and submit their application forms.

3. Methods to Maximize Response Rates and Deal with Nonresponse

This is not a data collection; if a person desires to take a class, s/he will complete the form.

4. Tests of Procedures or Methods to be Undertaken

It is not considered necessary to conduct any formal pretest of the registration materials.

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

The individual listed below is responsible for all aspects of this activity:

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Attachments

- A. Legislative Authority to Collect Data; 42 U.S.C. 242k, Section 304 (b)(1) and Section 306 (h)(1)
- B. Application for Mortality Coding Training
- C. Application for Vital Statistics Training
- D. Sample Letter Announcing Specific Training Courses
- E. Copy of Federal Register 60-Day Notice
- F. IRB (ERB) Statement - ERB Approval is not Required