

ATTACHMENT G

Example of E-mail Request for Course Change



October 25, 2016

Kathleen Clark PhD MS RRT CPFT
CDC/NIOSH/RHD
Surveillance Branch
Morgantown, WV 26505

Dear Ms. Clark:

Attached please find the CV for Ms. Deborah Anaya being submitted for consideration as a Course Director for course number 091.

I have known and worked with Ms. Anaya for over ten years and have always found her to be extremely professional and knowledgeable with regards to her work at the University of New Mexico Employee and Occupational Health Clinic. I have worked directly with her regarding the clinics pulmonary function program. She has a very broad understanding of testing performance, technique, as well as interpretation. She is one of the few Medical Officers I have worked with that also performs her own testing. This coupled with her teaching experience at the Medical school makes her an outstanding choice as an additional course director.

As our course schedule has grown tremendously in the previous few years, and as our current course directors get older and older, we are continually looking for additional qualified personnel to assist with the course.

I respectfully ask for your consideration of Ms. Anaya.

Sincerely,

Micky D. Sullivan
Chief Executive Officer

MDS/cm

Cc: George L. Delclos, M.D., MPH, PhD
attachments

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