

Attachment A2- ICR Revisions

1. Attachment A: Legislative Authority:
 - a. Section 21 Occupational Safety and Health Act-No changes
 - b. Cotton Dust Standard (29 CFR 1910.1043), Appendix D (Standard was updated in 2019. NIOSH program administration is unchanged, but course topic details are now current with ATS standards.)

2. Attachment C: NIOSH-approved Spirometry Training Program Initial Course Application:
 - a. Added page numbers to application for easier reference
 - b. Page 1: title change from “NIOSH-Approved Spirometry Testing Course Application” to “NIOSH-Approved Spirometry Training Program Initial Course Application”. Reason: easier recognition for applicants.
 - c. Page 1: project officer name and contact information updated.
 - d. Page 1: moved this paragraph above contact information for clarity: *In order to expedite processing of applications for approval, it would be appreciated if you electronically submit your copy of all material requested to:*
 - e. Page 1: added “Materials may also be mailed.”
 - f. Page 2: changed question 1 to one response in order to clarify Sponsoring Organization or Proprietary Agency, in response to applicant questions regarding previous question parts a. and b.
 - g. Page 3: adjusted number of lines for responses.
 - h. Page 3: 3. changed title to “Faculty Qualifications” for better accuracy.
 - i. Page 3: moved last 2 paragraphs to top under title for clarification of section purpose.
 - j. Page 3: removed “MAXIMUM PERMITTED NUMBER OF STUDENTS EXPECTED” as redundant.
 - k. Page 4: 4.a. combined title and 1st line for clarity.
 - l. Page 4: added 4.a.4. “Two hours to be used at the course. director’s discretion for pertinent activities or topics.” this identifies the total number of hours (16) in response to applicant questions about the unlisted 2 hours.
 - m. Page 4: 4.b. “The applicant’s course offering will have...” added “Hours of Extra Activity ____” so hours will add up to the total required (16).
 - n. Page 4: “**An agenda showing lecture topics, time allocations, and lecturers’ names must be attached to this application.**” made text bold to draw attention, as this step is often overlooked by applicants and incurs more time burden in order to request agenda again.
 - o. Page 4: Changed title to “List of Course Equipment” for clarity.
 - p. Page 5: 5.b. Calibration Syringes-Changed text to reflect current guidelines.
 - q. Page 5: 5.b. revised table to reflect current guidelines and omit needless information.
 - r. Page 5: 6. changed title and text to reflect current terminology and new curricula provided to course sponsors via email. Removed web address for old manual (archived).
 - s. Page 5: 6. clarified “instructional materials” so applicants will send all materials and not increase time burden by repeat requests for materials.
 - t. Pages 5-6: 7. Certificate of Course Completion—changed text to numbered list so applicant can easily make note of requirements.
 - u. Pages 5-6 7. added “1. A non-removable watermark” to reflect current technology and prevent copying of course certificates.
 - v. Page 6: 8. Notification Procedures—added paragraph to inform applicant about annual reporting (see Attachment D Annual Report): *The sponsor will provide NIOSH with course dates, location (city, state, country), and the number of students for each course completed on an annual basis. A reporting form is available on the password-secured site for course directors (SAMS) accessed via the NIOSH web page. **Please submit this form (or email with similar format) to***

STPReports@cdc.gov.

3. Attachment D: NIOSH Spirometry Training Program Annual Report—changed title to clarify purpose.
 - a. Added dedicated email address for easier submission.
 - b. 2. Changed title to “Initial Course” for accuracy.
 - c. Changed line spacing for easier submission.
 - d. 3. Refresher Course—carried titles down for clarity.
 - e. 3. Changed line spacing for easier submission.
 - f. 4. Clarified text by making into two sentences.
 - g. 4. Removed example “Dr. AAA”, etc. as it was confusing.
 - h. Removed “**By clicking on the submit button, you are effectively signing this form.**” and electronic submission button, as submission was disabled due to technological updates.

4. Attachment E: NIOSH-Approved Spirometry Course Sponsorship Renewal Application
 - a. Numbered application pages for easier reference.
 - b. Added title to top of first page.
 - c. Changed project officer name and contact information.
 - d. Page 1: added “Materials may also be mailed.”
 - e. Page 2: 2. added “Initial” to title for clarity
 - f. Page 2: added “4. Two hours to be used at the course director’s discretion for pertinent activities or topics.” in order for total hours to match requirement (16).
 - g. Page 3: added “7. Measurement of tracings and calculations of results.” to align with requirements listed in the initial application (Appendix C).
 - h. Page 3: removed bold from “addition” as unnecessary.
 - i. Page 3: added “___ Hours of Extra Activity” so hours will total 16.
 - j. Page 3: “**An agenda showing lecture topics, time allocations, and lecturers’ names must be attached to this application.**” made the text bold to draw attention, as this step is often overlooked by applicants and incurs more time burden in order to request agenda again.
 - k. Page 3: changed title and first line to accurately reflect current terminology
 - l. Page 3: 3. Instructor Manual/Student Manual—updated text to reflect current curricula.
 - m. Page 4: 5.b. Calibration Syringes: Calibration Syringes- changed text to reflect current guidelines.
 - n. Page 4: 5.b. revised table to reflect current guidelines and omit needless information.
 - o. Pages 4-5 Certificate of Course Completion:changed text to numbered list so applicant can easily make note of requirements.
 - p. Page 5: added 1st paragraph division for clarity.
 - q. Page 5: changed sentence to: “The sponsor will provide NIOSH with course dates, location (city, state, country), and the number of students for each course completed on an annual basis. A reporting form is available on the password-secured site for course directors (SAMS) accessed via the NIOSH web page.” This coincides with wording on ATTACHMENT C: NIOSH-approved Spirometry Training Program Initial Course Application.
 - r. Attachment 1: APPROVED FACULTY LIST FOR YOUR SPONSOR—removed sample text and checkmarks for clarity.

5. Attachment F: NIOSH-Approved Spirometry Refresher Course Application
 - a. Numbered application pages for easier reference.
 - b. Page 1: changed project officer and contact information.

- c. Page 3: deleted 2012 from requirement to retake Initial Course and updated name to Initial Training Course as “Introductory Course” is no longer used. Students with a course certificate that is more than 5 years old will need to complete the introductory course again before taking the Refresher Course.
 - d. Page 4: 6. changed title to “Refresher Course Materials” and changed text to match Initial Application and reflect current curricula.
 - e. Page 4: 7. Certificate of Course Completion—updated text and created numbered list for clarity.
 - f. Page 4: 7. Certificate of Course Completion-added “1. A non-removable watermark” to reflect current technology and prevent copying of course certificates.
 - g. Page 4: Notification Procedures-added paragraph to inform applicant about annual reporting (see Attachment D Annual Report): *The sponsor will provide NIOSH with course dates, location (city, state, country), and the number of students for each course completed on an annual basis. A reporting form is available on the password-secured site for course directors (SAMS) accessed via the NIOSH web page. **Please submit this form (or email with similar format) to STPReports@cdc.gov.***
6. Attachment G: Example of E-mail Request for Course Change
- a. updated email sample
7. Attachment H: One-time Sponsor Survey
- a. Under Refresher Training Courses, question 1: deleted “during the first 5 years of the refresher training program”, as the refresher program was initiated more than 5 years ago.
 - b. Under NIOSH Resources 1., edited question 1 to add “or Modules”, as plans are to replace a manual with online modules.
 - c. Under NIOSH Resources 1. changed question 4 to reflect current resource (deleted Hankinson software to “*Learning Curves...*” video modules).
 - d. Under NIOSH Resources 2. added “or Modules” to “NIOSH Refresher Training Guide” to reflect planned change of format.
8. Attachment I: IRB Research/Nonresearch Determination Form a. updated version attached