

Attachment 9 – Instrument Revision Detailed Change Request

APPLICATION FOR TRAINING

Approved OMB Control No. 0920-0017; Expiration Date 09/30/2025

Overview of Changes and Revised Burden Estimates

650Type of Change	Form Name	Number of Respondents	Frequency of Response	Total Responses	Average Burden per Response (in hours)	Total Burden (in hours)	Revision: Net Change in Responses	Revision : Net Change in Burden Hours
TCEO Proposal Form renamed; no other changes	Continuing Education (CE) Proposal	130	1	130	5	650	0	0
Form DELETED from this Revision	TCEO New Participant Registration	300,000	1	300,000	5/60	25,000	-300,000	-25,000
Form DELETED from this Revision	TCEO Post-Course Evaluation	300,000	3	900,000	10/60	150,000	-900,000	-150,000
Form DELETED from this Revision	TCEO Follow-up Evaluation	30,000	3	90,000	3/60	4,500	-90,000	-4,500
Previous TCEO and CDC TRAIN content consolidated into one revised form; updated burden estimates	Previous: CDC TRAIN Immediate Post-Course Evaluation	300,000	3	900,000	7/60	105,000	-	-
	Revised: CDC TRAIN Post-Course Evaluation	250,000	2	500,000	15/60	125,000	-400,000	+20,000
Previous TCEO and CDC TRAIN content consolidated into one revised form;	Previous: CDC TRAIN Follow-up (Delayed) Evaluation	30,000	3	90,000	2/60	3,000	-	-
	Revised: CDC TRAIN	20,000	2	40,000	3/60	2,000	-50,000	-1,000

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updated burden estimates	Follow-up Evaluation							
	Total Net Changes in this Revision						-1,740,000	-160,500

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TCEO Proposal

Previously approved as Attachment 3, this tool has been renamed to the 'Continuing Education (CE) Proposal (Attachment 3)'. The revised Attachment 3 shows replacement of module headers/labels from 'TCEO' or 'TCEO Proposal' to 'CE' and 'CE Proposal,' to align with decommissioning of the TCEO online platform. No changes were made to the data fields or burden estimates for this tool.

TCEO New Participant Registration

Previously approved as Attachment 4, the TCEO New Participant registration form is **removed** from this request, as this system has been fully decommissioned, and these data elements are no longer managed by federal entities.

TCEO Post-Course Evaluation

Previously approved as Attachment 5, the TCEO Post-Course Evaluation is **removed** from this request, as this system has been fully decommissioned. Overlapping questions and data elements have been incorporated into the CDC TRAIN Post-Course Evaluation (Attachment 4 in this revision request).

CDC TRAIN CE Immediate Post-Course Evaluation Tool

Previously approved as Attachment 7, the CDC TRAIN CE Immediate Post-Course Evaluation Tool has been revised and re-ordered to improve clarity, remove redundant questions, and reduce overall burden on learners. **The requested revision is submitted as CDC TRAIN Post-Course Evaluation (Attachment 4).** Burden estimates were adjusted in two ways:

1. The number of total respondents and frequency of response was *lowered*, based on real-world utilization of this evaluation tool in the current approval period
2. The time per response was *increased* from 10 to 15 minutes, based on pilot testing results for respondents answering all questions on all modules.

Current Question/Item as approved in the <i>CDC TRAIN CE Immediate Post-Course Evaluation Tool</i>	Requested Change	Rationale
1. How relevant is this course to your current work? o Not at all relevant o Slightly relevant o Moderately relevant o Very relevant o Extremely relevant	No change.	
2. Will you use what you learned in this course in your work? o Definitely not o Probably not o Possibly o Probably will o Definitely will	No change.	

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o Not applicable, I did not learn anything new from this course		
3. How will you use what you learned from this course? I will: (select all that apply) ☐ Maintain my competence ☐ Increase my competence ☐ Improve my performance ☐ Provide clinical interventions in practice ☐ Develop strategies I can use in practice ☐ Other, please specify: ☐ Not applicable, I did not learn from this course ☐ Not applicable, I do not plan to use anything from this course	Reorder. Shift from Q3 to Q12.	This question is only required for learners seeking CE credit for their learning content. To reduce redundancy and improve clarity, this question is grouped with other required CE questions in Module 2 – Continuing Education Evaluation Questions. This module is optional for non-accredited training evaluations.
4. What, if anything, do you plan to use from this course?	Reorder. Shift from Q4 to Q3.	Adjusting order for clarity and better alignment with CDC's Recommended Training Effectiveness questions in Module 1 (Core) – Training Evaluation Questions.
5. What factors will keep you from using the content of this course in your work? Select all that apply. ☐ None, I will use this content in my work ☐ I need additional training in the subject matter ☐ I will not have the resources I need in my workplace ☐ I will not be provided opportunities to use what I learned ☐ I will not have the time to use what I learned ☐ My supervisor will not support me in using what I learned ☐ My colleagues will not support me in using what I learned ☐ The course content is not relevant to my current work ☐ Other, please specify:	Reorder. Shift from Q5 to Q13.	This question is only required for learners seeking CE credit for their learning content. To reduce redundancy and improve clarity, this question is grouped with other required CE questions in Module 2 – Continuing Education Evaluation Questions. This module is optional for non-accredited training evaluations.
6. How will your team benefit because of what you learned? I will: (select all that apply) ☐ provide better communication across my interprofessional team(s) (any team with people from different professions) ☐ share information with colleagues to improve	Reorder. Shift from Q6 to Q14.	This question is only required for learners seeking CE credit for their learning content. To reduce redundancy and improve clarity, this question is grouped with other required

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patient education ☐ identify changes needed in practice ☐ increase participation in shared decision making across my interprofessional team(s) (any team with people from different professions) ☐ Other, please specify: ☐ Not applicable, I did not learn from the course and/or it will not benefit my team		CE questions in Module 2 – Continuing Education Evaluation Questions. This module is optional for non-accredited training evaluations.
7. Rate your knowledge of (or skill in) [learning objective 1] before the course. [Insert learning objective. Question may be duplicated for additional learning objectives. List the additional questions by learning objective (before and after). If the course has no learning objectives, insert the course topic.] ☐ Not at all knowledgeable or skilled ☐ Slightly knowledgeable or skilled ☐ Moderately knowledgeable or skilled ☐ Very knowledgeable or skilled ☐ Extremely knowledgeable or skilled	Reorder. Shift from Q7 to Q4. Update guidance language to: [Insert learning objectives in a consolidated list in the question body.]	Adjusting order for clarity and better alignment with CDC's Recommended Training Effectiveness questions in Module 1 (Core) – Training Evaluation Questions.
8. Rate your knowledge of (or skill in) [learning objective 2] before the course. [Insert learning objective. Question may be duplicated for additional learning objectives. List the additional questions by learning objective (before and after). If the course has no learning objectives, insert the course topic.] ☐ Not at all knowledgeable or skilled ☐ Slightly knowledgeable or skilled ☐ Moderately knowledgeable or skilled ☐ Very knowledgeable or skilled ☐ Extremely knowledgeable or skilled	Remove.	To reduce burden on learners, duplication of pre/post learning objective questions has been removed.
9. Rate your knowledge of (or skill in) [learning objective 3] before the course. [Insert learning objective. Question may be duplicated for additional learning objectives. List the additional questions by learning objective (before and after). If the course has no learning objectives, insert the course topic.] ☐ Not at all knowledgeable or skilled ☐ Slightly knowledgeable or skilled ☐ Moderately knowledgeable or skilled	Remove.	To reduce burden on learners, duplication of pre/post learning objective questions has been removed.

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- o Very knowledgeable or skilled - o Extremely knowledgeable or skilled		
10. Rate your knowledge of (or skill in) [learning objective 1] now after the course. [Insert learning objective. Question may be duplicated for additional learning objectives. List the additional questions by learning objective (before and after). If the course has no learning objectives, insert the course topic.] - o Not at all knowledgeable or skilled - o Slightly knowledgeable or skilled - o Moderately knowledgeable or skilled - o Very knowledgeable or skilled - o Extremely knowledgeable or skilled	Reorder. Shift from Q8 to Q5. Update guidance language to: [Insert learning objectives in a consolidated list in the question body.]	Adjusting order for clarity and better alignment with CDC's Recommended Training Effectiveness questions in Module 1 (Core) – Training Evaluation Questions.
11. Rate your knowledge of (or skill in) [learning objective 2] now after the course. [Insert learning objective. Question may be duplicated for additional learning objectives. List the additional questions by learning objective (before and after). If the course has no learning objectives, insert the course topic.] - o Not at all knowledgeable or skilled - o Slightly knowledgeable or skilled - o Moderately knowledgeable or skilled - o Very knowledgeable or skilled - o Extremely knowledgeable or skilled	Remove.	To reduce burden on learners, duplication of pre/post learning objective questions has been removed.
12. Rate your knowledge of (or skill in) [learning objective 3] now after the course. [Insert learning objective. Question may be duplicated for additional learning objectives. List the additional questions by learning objective (before and after). If the course has no learning objectives, insert the course topic.] - o Not at all knowledgeable or skilled - o Slightly knowledgeable or skilled - o Moderately knowledgeable or skilled - o Very knowledgeable or skilled - o Extremely knowledgeable or skilled	Remove.	To reduce burden on learners, duplication of pre/post learning objective questions has been removed.
13. Was the course's content relevant to the [learning objective(s)/course topic]? [Insert learning objective(s) or course topic.]	Remove.	It is believed this question was written to meet JAC-Pharmacy Standard 11 - <i>Activity evaluations contain elements</i>

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- o Yes - o No		<i>relevant to the intended outcome of the activity.</i> This question is duplicative of several questions already in this instrument that support JAC Pharmacy Standard 11 (pre/post knowledge, relevance, impacts on individual and team learning), and its binary nature adds little decision-making value to training developers. Data from this question is not used in any CE accreditation reporting, and is being removed to reduce respondent burden.
14. What is your opinion of the balance of instruction and interactive learning in this course? Examples of interactive learning include knowledge checks, case studies, question & answer sessions, exercises, etc. - o Too much instruction and not enough interactive learning - o Right amount of both instruction and interactive learning - o Too much interactive learning and not enough instruction	Reorder. Shift from Q14 to Q6.	Adjusting order for clarity and better alignment with CDC's Recommended Training Effectiveness questions in Module 1 (Core) – Training Evaluation Questions.
15. The instructional strategies (e.g., lecture, case studies, figures, tables, or media) helped me learn. - o Strongly disagree - o Disagree - o Neutral - o Agree - o Strongly agree	Reorder. Shift from Q15 to Q7.	Adjusting order for clarity and better alignment with CDC's Recommended Training Effectiveness questions in Module 1 (Core) – Training Evaluation Questions.
16. <u>The content expert(s)/the presenter(s)/the author(s)</u> presented the content effectively. [Modify this question according to the format of the training. For enduring activities (e.g., online courses, recorded webinars), use "The content expert(s)." For live activities (e.g., conferences, workshops, webcast), insert presenter name(s).	Reorder. Shift from Q16 to Q8.	Adjusting order for clarity and better alignment with CDC's Recommended Training Effectiveness questions in Module 1 (Core) – Training Evaluation Questions.

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For journal activities, use “the author(s).”] - o Strongly disagree - o Disagree - o Neutral - o Agree - o Strongly agree		
17. What part of this course was most helpful to your learning?	Reorder. Shift from Q17 to Q9.	Adjusting order for clarity and better alignment with CDC’s Recommended Training Effectiveness questions in Module 1 (Core) – Training Evaluation Questions.
18. How could this course be improved to make it a more effective learning experience?	Reorder. Shift from Q18 to Q10.	Adjusting order for clarity and better alignment with CDC’s Recommended Training Effectiveness questions in Module 1 (Core) – Training Evaluation Questions.
19. Did the course’s content address a need in your professional practice? - o Yes - o No - o Not sure	Remove.	It is believed this question was written to meet JAC 4 - <i>The provider incorporates into IPCE activities the educational needs (knowledge, skills/strategy, or performance) that underlie the practice gaps of the healthcare team and/or the individual members’ knowledge, skills/strategy, or performance.</i> The CE program extensively documents practice gaps in the CE proposal; asking this of learners is redundant. Data from this question is not used in any accreditation reports, and so the question is removed to reduce burden on learners.
20. Was the learning environment conducive to learning? [This question is only recommended for in-person events.]	Remove.	It is believed this question was written to meet IACET 2.2 - <i>The Provider shall have a process to</i>

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- o Yes - o No		<i>ensure learning environments support the achievement of learning outcomes.</i> However, the CE program uses data from the CE proposal to document adherence to this performance standard. Data from this question is not used in any accreditation reports, and so the question is removed to reduce burden on learners.
21. How did you hear about this course? Please select all that apply. ☐ Website, please specify (e.g., Training and Continuing Education Online or CDC Learning Connection) ☐ Search on TRAIN ☐ Search on Google or another search engine ☐ Social Media, please specify (e.g., Instagram, Facebook, Twitter, LinkedIn) ☐ E-newsletter, please specify (e.g., CDC email update) ☐ A presentation, please specify (e.g., Society of Public Health Education annual conference) ☐ A referral from a colleague, peer, supervisor, or organization ☐ Required by my organization ☐ Other, please specify:	Reorder. Shift from Q21 to Q17.	Adjusting order for clarity and grouping with related questions in Module 3 (Optional) - Feedback on CDC TRAIN.
22. Did the course meet your expectations based on reading the course's description? - o Yes - o Somewhat - o No - o Not applicable; I did not read the course's description	Reorder. Shift from Q22 to Q18.	Adjusting order for clarity and grouping with related questions in Module 3 (Optional) - Feedback on CDC TRAIN.
23. How likely are you to recommend this course to someone else? - o Not at all likely - o Somewhat likely - o Very likely	Reorder. Shift from Q23 to Q11.	Adjusting order for clarity and alignment with a core common question set.

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24. What other topic(s) related to this course would you like to learn more about?	Reorder. Shift from Q24 to Q19.	Adjusting order for clarity and grouping with related questions in Module 3 (Optional) - Feedback on CDC TRAIN.
25. What challenges, if any, did you experience when using the TRAIN system? Think about the TRAIN online system overall, not the specific course that you completed. Please select all that apply. ☐ Creating a TRAIN account ☐ Finding the course ☐ Registering for the course ☐ Launching the course ☐ Completing this post-course evaluation ☐ Obtaining technical assistance and support ☐ Other, please specify: ☐ Not applicable; I did not experience any challenges using the TRAIN system	Reorder. Shift from Q25 to Q20.	Adjusting order for clarity and grouping with related questions in Module 3 (Optional) - Feedback on CDC TRAIN.
26. What additional features would you like to see in TRAIN?	Reorder. Shift from Q26 to Q21.	Adjusting order for clarity and grouping with related questions in Module 3 (Optional) - Feedback on CDC TRAIN.
27. What is your primary profession? Please select one answer. ☐ Administration or operations professional ☐ Behavioral health professional ☐ Laboratory professional ☐ Community health worker ☐ Emergency preparedness professional ☐ Environmental health worker ☐ Epidemiologist ☐ Evaluator ☐ Health communicator or public information specialist ☐ Health educator ☐ Teacher or instructor ☐ Librarian ☐ Nurse ☐ Oral health professional ☐ Pharmacist or pharmacy technician ☐ Physician	Reorder. Shift from Q27 to Q22.	Adjusting order for clarity and grouping with related questions in Module 4 (Optional) – Learner Feedback.

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- o Physician assistant - o Social worker - o Statistician - o Student - o Veterinarian - o No longer in the workforce (e.g., retired, disabled) - o Other, please specify:		
28. What is your primary job setting or affiliation? Please select one answer. - o Clinical laboratory - o Federal agency - o Hospital, medical center, or clinic - o Local government - o Long-term care or skilled nursing facility - o Pharmacy - o Private for-profit business - o Private industry - o Private nonprofit organization or foundation - o Public health laboratory - o School or university - o State government - o Territorial government - o Tribal government - o Other, please specify:	Reorder. Shift from Q28 to Q23.	Adjusting order for clarity and grouping with related questions in Module 4 (Optional) – Learner Feedback.
29. How many years have you worked in your current profession? - o Less than 1 year - o 1–5 years - o 6–10 years - o 11–15 years - o 16–20 years - o 21 years or more - o No longer in the workforce	Reorder. Shift from Q29 to Q24.	Adjusting order for clarity and grouping with related questions in Module 4 (Optional) – Learner Feedback.
30. Do you feel this course was free of commercial bias or influence? - o Yes - o No	Reorder. Shift from Q30 to Q15.	This question is only required for learners seeking CE credit for their learning content. To reduce redundancy and improve clarity, this question is grouped with other required

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		CE questions in Module 2 – Continuing Education Evaluation Questions. This module is optional for non-accredited training evaluations.
31. If you answered No, please explain. [Only included if learner responds No to Q26. This skip logic is built into the evaluation.]	Reorder. Shift from Q31 to Q16.	This question is only required for learners seeking CE credit for their learning content. To reduce redundancy and improve clarity, this question is grouped with other required CE questions in Module 2 – Continuing Education Evaluation Questions. This module is optional for non-accredited training evaluations.

TCEO Follow-up Evaluation

Previously approved as Attachment 6, the TCEO Follow-up Evaluation is **removed** from this request, as this system has been fully decommissioned. Overlapping questions and data elements have been incorporated into the CDC TRAIN Follow-up Evaluation Tool (Attachment 5 in this revision request).

CDC TRAIN Delayed Follow-Up Evaluation Tool

Previously approved as Attachment 8, this tool has been renamed to CDC TRAIN Follow-up Evaluation (Attachment 5). No changes were made to the data fields for this tool. Burden estimates were adjusted in two ways:

1. The number of total respondents and frequency of response was *lowered*, based on real-world utilization of the follow-up evaluation tool in the current approval period
2. The time per response was *increased* from 2 to 3 minutes, based on pilot testing results for respondents.