



TEPHINET

Training Programs in Epidemiology and
Public Health Interventions Network

Appendix B. Accreditation Letter of Intent (LOI)

The TEPHINET Accreditation of Field Epidemiology Training Programs (FETPs) process is designed such that quality of training meets standards essential to applied epidemiology and public health practice. It provides an important opportunity to align common values and help programs gain recognition and prestige, which may lead to increased support at country and regional levels. Accreditation also plays a vital role in allowing institutions to look critically at their programs and build support and consensus for increased program quality and sustainability.

This appendix was reviewed and updated by the Accreditation Working Group during a week-long meeting held in April 2016. The changes are based on the analysis of the results of the 2015-2016 first cycle of FETP accreditation and on feedback from applicant programs, accreditation reviewers, and members of the Global Accrediting Body.

The updated Accreditation Letter of Intent (LOI) standard form and instructions are presented here together with guidance on organizing an FETP readiness assessment group or committee to assess the program's alignment with the accreditation eligibility requirements and indicators and standards. To this end, an updated Accreditation Readiness Assessment checklist is included in Part 3 of this appendix.

The Accreditation Readiness Assessment is a tool adapted from the TEPHINET Accreditation of FETPs Minimum Indicators and Standards Table. By completing and disseminating the results of the Accreditation Readiness Assessment, programs have an opportunity to garner support from institutional authorities and stakeholders to engage in the accreditation process.

It is advisable that the program leadership and staff realistically assess whether they meet the criteria set forth in the checklist and identify any missing information necessary to complete the checklist.

Please note that TEPHINET only invites programs to submit an LOI once they have conducted the Accreditation Readiness Assessment and if they have responded affirmatively to EACH and ALL of the questions in the checklist.

In addition to examining whether all programmatic elements are in place, programs should also consider 1) whether the human resources are available to assemble the documentation required in the accreditation application by the submission date and 2) whether the program has the support of the host institution to proceed with the application and to host a site visit as described in the Accreditation of FETPs Program Manual.

Suggestions for organizing your work in a participatory manner are provided in Part 4 of this appendix. If you have questions or remain unsure about your program's eligibility, do not hesitate to contact the TEPHINET Secretariat.



TEPHINET

Training Programs in Epidemiology and
Public Health Interventions Network

Appendix B. Accreditation Letter of Intent (LOI)

Instructions for Completing the Letter of Intent

Prior to submitting an FETP Accreditation Letter of Intent, programs shall:

1. Be fully familiar with the accreditation eligibility requirements and indicators and standards as described in the TEPHINET Accreditation of FETPs Minimum Indicators and Standards Table.
2. Have completed the Accreditation Readiness Assessment and made sure that the program response to EACH and ALL of the questions in the readiness assessment are positive and that the program has documentation that can be provided as supporting evidence together with the application and further validated during the accreditation site visit.

Letter of Intent Requirements

1. Complete the letter using the standard form provided in Part 1 of this appendix.
2. Complete the Certificate of Accreditation Eligibility form provided in Part 2 of this appendix. The certificate form consists of the program's response to questions in table 1 and the completion of standard tables 2 and 3.
3. Submit completed forms on the program's institutional letterhead as a .pdf file to TEPHINET Accreditation manager Ms. Lorie Burnett at lburnett@tephinet.org.
4. **Letters that are not prepared using the provided forms will be returned to the senders.**

If you have questions about accreditation readiness or completing the Accreditation Letter of Intent (LOI), please contact Ms. Lorie Burnett at lburnett@tephinet.org or Dr. Dionisio Herrera at dherrera@tephinet.org with the subject heading, "**Accreditation Letter of Intent.**" Additional correspondence may be mailed to: 325 Swanton Way, Decatur, GA 30030, USA, Attn: TEPHINET



Appendix B. Accreditation Letter of Intent (LOI)

Please use institutional letterhead on all LOI pages.

Part 1. Accreditation Letter of Intent

Name of Program:

Date:

Name of the Ministry of Health Unit or Public Health Institution Hosting the Program

The undersigned formally declare our intent to develop and seek accreditation for the FETP of _____ and request accreditation review of the proposed program.

The undersigned understand that the decision as to whether the program qualifies for accreditation rests solely and exclusively with TEPHINET accreditation bodies and that the decision(s) are final.

The undersigned have the authority to enter into this agreement on behalf of the (*name of program*), as indicated below.

Program Eligibility:

We have read the Accreditation of FETPs Basic Eligibility Requirements and the Accreditation of FETPs Minimum Indicators and Standards Table and certify that our program met all three eligibility requirements as illustrated in the attached response to question 1 and information presented in tables A and B.

We hereby verify the following:

Our program has conducted the Accreditation Readiness Assessment and determined that the program satisfies EACH and ALL of the accreditation of FETPs indicators and standards and that the responses to the Accreditation Readiness Assessment checklist were **ALL** affirmative.

The undersigned have read and understand the above statements and intend for the program and institution to be bound by them.

Signatures

Program Director:

Host Institution Senior Official(s):

If applicable: Co-Host Institution Official(s) and Title(s):



Appendix B. Accreditation Letter of Intent (LOI)

Part 2. Certificate of Eligibility

Table 1. Program duration: The program is equal to or greater than 21 months.

What is the start date and completion date of your program for the most recent cohort of graduates?

Start date:

Completion date:

Table 2. Evidence of Completed Cohorts: At Least 2 Cohorts of Residents Have Completed the Program within the Past 5 Years

Enrolled Cohorts	Accepted Participants at First Week of Activities (At the Beginning of Program Cycle) NUMBER	Accepted Participants completing the Program (Prior to the Beginning of next Program Cycle) NUMBER	Completion RATE (%)
FETP Cohort #2 (Residents Who Most Recently Completed the Program)			
FETP Cohort #1 (Residents Completing Program Prior to the Enrollment of Cohort #2)			



Appendix B. Accreditation Letter of Intent (LOI)

Table 3. Predominance of Field Work*: Field Work Duration (If the calendar is not the same for the last two completed cohorts, present a separate calendar for each one.)	
Program Activities	Activities marked here occur within a period of at least 21 months within 2 calendar years (provide exact beginning/end dates, number of days/weeks, etc.).
1. Cohort start date	
2. Residents' Orientation (date and duration)	
3. Field Work* (dates when work begins and ends by year and number of weeks estimated)	
4. Epidemiology Course (date and duration in days/weeks)	
5. Field Work* (dates when work begins and ends by year and number of weeks estimated)	
6. Public Health Surveillance Course (date and duration days/weeks)	
7. Field Work* (dates when work begins and ends by year and number of weeks estimated)	
8. Outbreak Investigations Course (date and duration days/weeks)	
9. Field Work* (dates when work begins and ends by year and number of weeks estimated)	
10. Scientific Communications Course (date and duration days/weeks)	
11. Field Work* (dates when work begins and ends by year and number of weeks estimated)	
12. Other Non-Field Work Activities Specify (dates and duration)	
13. Field Work* (dates when work begins and ends by year and number of weeks estimated)	
14. Other Non-Field Work Activities Specify (dates and duration)	
15. National Holidays (date and duration)	
16. Vacation and Sick/Family Days (and other institutional days off)	
17. Cohort Completion Date	



Appendix B. Accreditation Letter of Intent (LOI)

*Definition of Field Work

Activities done towards achieving core competencies by the residents in the program.

These include:

1. Epidemiologic investigations (outbreaks, emergencies, natural or manmade disasters, surveys, applied public health research, etc.)
2. Conducting surveillance, conducting special studies (surveys, program/surveillance evaluation)
3. Consultation with policy makers, preparing for and presenting at scientific conferences
4. Performing laboratory bench work in support of epidemiologic practice
5. Consulting with local public health officials on their perceived public health problems
6. Developing and/or delivering epidemiology and biostatistics training
7. Teaching other residents or field epidemiologists

The following additional activities may also be considered field work when done in support of or in response to MOH needs, and **NOT** if they are largely to fulfill academic requirements, or if during this time the residents are not at field sites and unavailable for public health responses (i.e., having protected time at a university):

1. Data management and analysis, and
2. Writing scientific papers and technical reports, and
3. Conducting media interviews

The following activities are **NOT considered field work**:

1. Didactic/formal course work
2. Training feedback and evaluation
3. Performance feedback and evaluation including aptitude tests, exams, and thesis/dissertation defense
4. Reviewing/studying/revision for exams
5. Attendance at scientific meetings/conferences if not presenting field work
6. Hosting scientific meetings/conferences
7. Computer and other information technology/software tutorials, including Epi Info
8. Visits to institutions of learning
9. Vacation, sick time, or any other paid or unpaid leave of absence