



Application Instructions: TEPHINET Accreditation Fifth Cycle

This application requests three types of responses:

- 1) Yes/No
- 2) Data to be entered in provided tables
- 3) Narrative text descriptions of program policies and activities

The application form is fillable, and response fields will expand to fit your responses. In addition, there are 11 **required** attachments (see table below, “Checklist of Required Attachments”). If particular information is embedded within another document, such as a manual, pull out the relevant pages and scan them together as a single document to create the required attachment. Similarly, do not attempt to combine attachments, even if the material for both is found within a single document. Please use the naming conventions provided in the application and the table when naming your files.

Attachments should be in English. If the documentation provided is not all available in English, please include a summary translation into English of each document which has been submitted in another language. Summary translations should clearly identify which document has been translated, and should include: 1) a translation of the document title and 2) a translated description of its contents.

Any information submitted as part of a program’s application is strictly confidential and will only be used in the accreditation application process.

How to Apply

- Send your **completed application (in PDF form), including all 11 attachments, by January 31, 2020** to accreditation@tephinet.org.
 - Make sure all of your attachments are named using the naming conventions specified in the application and the table below.
- Do not email your application to any members of the TEPHINET Secretariat. Applications not sent to accreditation@tephinet.org will not be considered.

Please note:

- Deadline extensions will not be granted.
- Applications will not be considered without all specific, required attachments (11), as listed below.
- The application form has been reformatted. Previous versions of the form will not be accepted.
- Technical assistance is available. Please request assistance via accreditation@tephinet.org.

Checklist of Required Attachments		
#	Description	Name (Naming Convention)
1	Engagement of the program in outbreak investigations, emergency response activities, and/or surveillance	1a2.Invitations. pdf OR 1a2.Residents_reports.pdf
2	Recruitment and selection procedures/criteria for supervisors and residents	1c1.Recruit.pdf
3	Duration of training	1c1.Training.pdf
4	Field placement selection and assignment	1c1.Field.pdf
5	Evaluation criteria for residents, technical supervisors, and the program	1c1.Evaluation.pdf
6	FETP curriculum, core competencies of the program, and associated activities /deliverables	1c1.Curriculum.pdf
7	Resident graduation (program completion) requirements	1c1.Graduation.pdf
8	Selection and assessment of field placements	2b1.Field Placement.pdf
9	Evidence of supervisors’ timely feedback to residents	3a3.Feedback.pdf
10	Supervisors receiving orientation	3a4.Orientation.pdf
11	Alignment of classroom (didactic) training and field work activity	4b1.Crosswalk.pdf

Sample FETP Curriculum, Field Work, and Competency Crosswalk

Classroom Training	Field Work Activity	Competency Output
<ul style="list-style-type: none"> • Epidemiologic Methods • Biostatistics • Computer Technology 	<ul style="list-style-type: none"> • Design an epidemiologic study or a field survey to assess a health concern of public health importance to the country • Study protocol for the field research project • Determine sample size for a study 	<ul style="list-style-type: none"> • Problem statement • Study Protocol • Plan of analysis
<ul style="list-style-type: none"> • Public Health Surveillance • Computer Skills 	<ul style="list-style-type: none"> • Analyze data from at least one field survey surveillance system and write a surveillance evaluation for at least one disease or risk factor 	<ul style="list-style-type: none"> • Data Analysis Summary Report
<ul style="list-style-type: none"> • Public Health Surveillance 	<ul style="list-style-type: none"> • Conduct an evaluation of a surveillance system 	<ul style="list-style-type: none"> • Surveillance Evaluation Report
<ul style="list-style-type: none"> • Outbreak investigation 	<ul style="list-style-type: none"> • Investigate one or more public health emergencies/outbreak 	<ul style="list-style-type: none"> • Investigation report
<ul style="list-style-type: none"> • Communication 	<ul style="list-style-type: none"> • Present briefing to a decision-maker (National MOH or Politicians) on a health problem 	<ul style="list-style-type: none"> • Presentation / report / manuscript for submission