



Instructions for Completing Certification of Eligibility: Fifth Cycle

1. Complete Tables 1 and 2.
2. Complete Table 3 or Table 4. Choose the table that most closely matches the structure of your program. DO NOT complete both tables.
 - When completing Table 3 or Table 4, use the following guidelines for defining field work.
3. Save document as a PDF.
4. Submit, along with a Letter of Intent and a separate Program Calendar for each cohort (do not show multiple cohort activities in the same calendar) to accreditation@tephinet.org.

The Programs that do not follow these instructions or do not completely fill out tables will not be considered.

Guidelines for Defining Field Work:

The majority of the FETP resident's time during the two years should be spent in practical epidemiologic (field) work. Programs should work to assure that all residents have sufficient opportunities to acquire the required competencies through epidemiologic practice. The **absolute minimum time** of field work is **68 weeks**.

INCLUDED in field work (epidemiologic practice):

- Epidemiological investigations
 - Outbreaks or epidemics
 - Response to emergency inquiries (e.g., refugees, crowds, civil or regional conflicts, and environmental issues, problems, or concerns)
 - Investigations of clusters
 - Assessment of natural or man-made disasters
 - Urgent surveys
 - Participation in humanitarian response during disasters
 - Applied public health research (e.g., serosurveys, vaccine coverage, vaccine efficacy, etc.)
- Conducting surveillance, including regular surveillance meetings
- Conducting special studies (surveys, program/surveillance evaluation)
- Data management and analysis*
- Scientific writing* (includes epi bulletins, outbreak reports, brief reports, and other technical reports)
- Literature search in support of scientific writing and epidemiologic practice*

- Preparing for and presenting at scientific conferences
- Consultation with policy makers
- Media interviews
- Laboratory bench work in support of epidemiologic practice
- Teaching and supervision of another resident/s or field epidemiologists (ToT: Training of Trainers)
- Developing and/or delivering epidemiology and biostatistics training for the public health workforce
- Consulting with local public health officials on their issues, providing advice, and determining if further investigation/action is needed

*When this work is in support of or in response to MOH needs; do not include these activities if they are largely to fulfill academic requirements or if during this time the residents are not at their field sites and available for public health responses (i.e., having protected time at a university).

Of note: For time not engaged in these specific activities, the FETP residents need to be assigned or working in a field site – meaning that epidemiologic practice including surveillance and response are an integral part of the work of that unit. This is particularly important for programs where residents are returning to their workplace between didactic sessions (i.e. part time participation). This is also true if residents are assigned to a rotation with WHO or a similar organization. The work of the site and their role should remain primarily related to epidemiologic practice.

NOT INCLUDED in field work:

- Didactic/formal course work
- Training feedback and evaluation
- Performance feedback and evaluation including aptitude tests
- Exams, thesis defense
- Reviewing/studying/revision for exams
- Attendance at scientific meetings/conferences if not presenting field work
- Hosting scientific meetings/conferences
- Computer and other information technology tutorial including Epi-Info
- Visits to institutions of learning
- Vacation, sick time, or any other paid or unpaid leave of absence