

From: Erin Bougie [<mailto:EBougie@phf.org>]
Sent: Friday, December 09, 2016 5:29 AM
To: Jessica Hamner
Cc: Denise Pomeroy
Subject: Acceptance - E-Learning Institute Fellowship
Importance: High



December 9, 2016

Dear Jessica,

The Centers for Disease Control and Prevention (CDC), Division of Scientific Education and Professional Development (DSEPD), and the Public Health Foundation (PHF) would like to thank you again for submitting your application to the CDC E-Learning Institute. We are excited to inform you that you have been selected to participate in the 2017 fellowship! The program will begin on **Monday, February 6, 2017**, with an on-site meeting at the Centers for Disease Control and Prevention (CDC). A final showcase will occur on **Monday and Tuesday, June 12-13, 2017**, at CDC in Atlanta, GA. Your travel costs will be covered by a per diem provided by PHF .

Program Requirements

It is important that you fully understand and agree to fulfill the requirements of the program.

The program focuses on the development of a quick-learn product. Quick-learns are a form of e-learning designed to address one to two learning objectives and require less than 20 minutes to complete (view examples [here](#)). Quick-learns may be developed using e-learning authoring tools, HTML or even PowerPoint. As such, the CDC E-learning Institute does not provide fellows with authoring software, nor does the program focus on learning a specific tool. Each fellow will learn best practices and techniques that are applicable regardless of the tool used. The benefit to you as a fellow is that you gain the needed skills with a smaller scale product that can be completed in the timeframe provided!

You will be paired with a mentor who has 3-5 years of experience developing online learning. Your mentor will be your “guide on the side”, providing input and guidance to ensure your product meets the criteria of the program as well as your expectations.

In addition to developing an e-learning product, it is expected that you will be able to actively participate in discussions in an online forum. Online skills development sessions via web conference will be offered (within normal business hours EST, usually on Fridays at 2), and you are required to show prototypes of your work prior to the final showcase. At the final showcase you must present your completed product.

Things to Note

- It is recommended that you finalize your e-learning content *prior* to orientation. For the best possible experience, bring an electronic or paper copy of materials you intend to convert to e-learning. Wifi is available in all CDC buildings.
- Federal law prohibits the use of funding for food, concessions, etc. You will need to eat breakfast at the host hotel on orientation and final showcase days. Fellows must also purchase lunch each day; details of per diem reimbursement will be provided by Public Health Foundation in a separate email.

Next Steps

The following action items must be completed **no later than Friday, January 6, 2017**.

- An email from your supervisor (cc'ed on this email) indicating knowledge of your participation in the program is mandatory. Please request that your supervisor send acknowledgement of approval to Doris Harris at htw6@cdc.gov **no later than Friday, January 6, 2017**.
- CDC visitors have to be cleared by security. Failure to comply with this requirement will result in forfeiture of your place in the program. Email Erin Bougie (ebougie@phf.org) the following pieces of information that is required by security **no later than Friday, January 6, 2017**:
 - Full name on driver's license
 - US Citizen (Y/N)
 - City (what is listed on your license)
 - State
- If you cannot attend the orientation and final showcase, and/or feel you are unable to meet the requirements of the program, please contact Erin Bougie (ebougie@phf.org) **no later than Friday, January 6, 2017**.
- Attached to this letter you will find a pretest document. The pretest is to allow us to learn more about your knowledge of e-learning principles. It is also a preview of the type of content that will be covered during the course of the program. **Please send your answers to the pretest via email to Doris Harris at htw6@cdc.gov by Friday, January 6, 2017.**

We are looking forward to working with you throughout this exceptional learning opportunity.

Thank you,

The Public Health Foundation's TRAIN Team