

[Organizational letterhead]

[Date]

Christina Baum, MPH  
Director, Infectious Disease  
National Association of County & City Health Officials (NACCHO)  
1201 I St. NW, 4<sup>th</sup> Floor  
Washington, DC 20005  
Phone: (202) 507-4204; Fax: (202) 280-1403  
[cbaum@naccho.org](mailto:cbaum@naccho.org)

Dear Christina Baum:

[Name of applicant] is a committed partner of the CIC Scholarship project. Our goal is to increase the capacity of local health departments in infection prevention and control. NACCHO, in partnership with CDC created this scholarship opportunity to support their staff in obtaining Certification in Infection Control (CIC) or a-IPC (Associate – Infection Prevention and Control) entry-level certification.

As a committed partner to the project, we will work with NACCHO to complete the project activities specified in the application instructions, including:

1. Submitting reimbursement for eligible staff up to \$2,500 for exam fees and study materials (including books, membership fees, and/or training courses). Staff must register for the exam, and all reimbursable expenses must be incurred by June 30, 2023 (the exam itself can be taken after this date but needs to be within 90 days of CBIC confirmation of eligibility).
2. Scholarship recipients will be expected to provide feedback on the certification process and demonstrate the impact of certification to NACCHO to inform future project activities supporting local health departments in infection prevention and control.

We are dedicated to building infection control and prevention capacity through partnership with NACCHO and look forward to continued collaboration!

Sincerely,

[Signature]

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[Name, title, and organization of the representatives from the applicant that signed the letter]