



Center for Clinical Standards and Quality/Survey & Certification Group

Admin Info: 15-35-ALL

DATE: May 22, 2015

TO: State Survey Agency Directors

FROM: Director
Survey and Certification Group

SUBJECT: Nominations for State Training Coordinator Achievement Award

Memorandum Summary

Nominations for State Training Coordinator Achievement Award will be accepted until June 12, 2015. Awards will be presented during the 2015 Training Coordinators Training July 7 through July 10, 2015 in Maryland.

This year, we are accepting nominations for *State Training Coordinator Achievement Awards*, and invite your nominations for State Training Coordinators that merit special acknowledgement for accomplishment in any of the following areas:

- High quality work as a State Training Coordinator under difficult circumstances;
- Significant training related accomplishments resulting in performance improvement within the State Agency;
- Outstanding leadership in crafting creative training solutions to identified training needs; and,
- Effective use of available resources to promote the goals and objectives of the CMS Survey and Certification training program.

Contact: Please email the attached nomination form to Michele Clark (Michele.Clark@cms.hhs.gov) no later than June 12, 2015.

Effective Date: Immediately. This policy should be communicated with all survey and certification staff, their managers and the State/Regional Office training coordinators upon receipt of this memorandum.

/s/
Thomas E. Hamilton

Attachment - State Training Coordinator Achievement Award Nomination Form

cc: Survey and Certification Regional Office Management
Regional Training Administrators