

# NPDB

NATIONAL PRACTITIONER DATA BANK

## Education Request Form

- Choose One:**
- Webinar (3 months advance notice preferred)
  - Telephone conference call (3 months advance notice preferred)
  - In-person training (6 months advance notice preferred)

If you would like a DPDB staff member to participate in an event, please email the following three items to [PolicyAnalysis@hrsa.gov](mailto:PolicyAnalysis@hrsa.gov):

1. Education Request Form.
2. Invitation letter (on the sponsoring organization's letterhead)
3. Draft meeting agenda

For more information, contact 301-443-2300, or [PolicyAnalysis@hrsa.gov](mailto:PolicyAnalysis@hrsa.gov)

### Organization Information

Name of Sponsoring Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

### Topic Information

- Please choose topics of interest:
- NPDB Overview
  - Research
  - System Enhancements
  - Policy
  - Compliance
  - Reporting and Querying
  - Other Topics \_\_\_\_\_

### Meeting information

Meeting Title: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Confirmation Due Date: \_\_\_\_\_

Meeting Location (City/State): \_\_\_\_\_

Number of expected participants: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Host Organization (if Webinar): \_\_\_\_\_

By what date, and in what format, would you need presentation materials in advance of the event? Please note that it may take up to four weeks to have presentations and other materials approved after they are prepared. \_\_\_\_\_

Have we previously presented/hosted an education session for this organization? If so, when?

\_\_\_\_\_

Please note that the Standards of Ethical Conduct for Employees of the Executive Branch, 5 C.F.R. Part 2635 generally prohibits an employee of an Executive Branch agency (e.g. HHS) from accepting gifts from outside sources given because of the employee's official position. Thus, we advise that gifts should not be offered to the Division of Practitioner Data Bank's (DPDB) speakers as a result of DPDB's outreach and educational efforts