

Sample CTE Approval Letter

June 6, 2003

Ms. Janet Jones
9-1-1 Coordinator
Central Region 9-1-1
Unionville, New Jersey 07777

CTE Number Assignment

RE: CTE – 01-010 (A - C)

Number of Hours Approved

Dear Ms. Jones:

The Office of Emergency Telecommunications Services (OETS) has received the course outline for the proposed annual in-service training program to be offered by your agency for 2003. I am pleased to advise you that the topics submitted for consideration of Continuing Telecommunicator Education (CTE) credits have been reviewed and found to meet the criteria for CTE credit as follows:

- A) TTY Training: 3 hours EMD-CTE Credit as per Policy 2.3-IV.A.1 and A.2 and 2.4-IV.A.1 and A.2
- B) Review PSAP Inquiry Forms: 1 hour Basic In Service-CTE Credit as per Policy 2.4 IV.1, A.2 and F.1
- C) Quality Assurance Call Review: 4 hours EMD-CTE Credit as per Policy 2.3-IV.A.1, A.2 and F.1 and 2.4-IV.A.1, A.2 and F.1

The NENA Conference has a pre-assigned CTE Number, the session indicated on your request has been assigned CTE-005-D and is valid for 1.5 hours of EMD-CTE credit.

Please feel free to contact our office should you have any questions on this matter.

Sincerely,

Danny Medina

Danny Medina, OETS
Coordinator ETS

Type of In Service Credit

Basis for Approval

Type of EMD Credit