



ABC Training Program

John Doe
Head Honcho

123 Oak Street, Anywhere, TX 12345
1-888-111-1111

Date

Name

Address

City, St Zip

RE: EMS Coordinator Application Instructions:

D.4. List below the DSHS-approved provider, medical director, hospital, post-secondary educational institution or health care institution with which you are affiliated. When providing evidence of affiliation and positive instructor evaluation, coordinator course applicants must provide documentation as follows:

***the affiliation should state the applicant is the subordinate, employee or member under the supervision of the sponsoring entity (an approved training program as defined in the rule), or if applicable, their new program is a subsidiary of or in consortium with a sponsoring entity with sufficient infrastructure to support the program; and that the supervising or sponsoring program will provide oversight and/or have supervisory authority over the coordinator / program;*

Dear Whoever:

John Smith is directly affiliated with the ABC Training Program, Program ID# 65432, is employed by this program, and performs under my direct supervision as program director. Should he achieve coordinator certification, I plan for him to serve as a <back up> <primary> coordinator of this program. If you have any questions, contact me.

Sincerely,

John Doe
Program Director and Coordinator
ABC Training Program
Coordinator ID# 321456

EXAMPLE