

PHAP Host Site Application Information



PHAP
PUBLIC HEALTH
ASSOCIATE PROGRAM

Session Objectives

- Upon completion, participants should be able to:
 - Identify the mission of PHAP
 - Understand what to consider before applying to host an associate
 - Describe the application process
 - Describe the requirements of host sites
 - Describe the requirements of a host site supervisor
 - Be familiar with what to expect in an associate

PHAP Mission

- The mission of PHAP is to train and provide experiential learning to early career public health professionals who will contribute to the public health workforce.

PHAP Description

- Two-year, full time paid position through CDC's Center for State, Tribal, Local and Territorial Support (CSTLTS)
- Competency-based training and service program
- Associates are assigned to public health agencies throughout the US and territories
- Associates gain hands-on experience



PHAP Description (cont'd)

- Associates hold positions that are functionally indistinguishable from their local colleagues
- After completing the two year program, most associates are eligible to convert to permanent positions with the CDC
- Application process for associates is extremely competitive- less than 5-10% of applicants are selected



PHAP Description (cont'd)

- Partnership between CDC and other public health agencies
- Opportunity for STLT public health agencies to help develop the next generation of public health professionals, and receive help at their site

Important Considerations

- Associates:
 - Entry-level employees
 - At minimum have a bachelor's degree in any discipline
 - Special skills are not guaranteed (e.g., language skills)
 - Full-time CDC employees
 - Term-limited employment

Important Considerations

- Host Sites:

- An “Agreement to Detail” is required and is non-negotiable
- Use of federal funds to support associate travel is not permitted
 - Exception: CDC covers travel expenses for associate travel to the three PHAP conferences during the 2-year program
- Workstation (e.g., computer, desk, phone) is supplied by the host site
- Host sites are selected based on scoring of their application and CDC’s organizational priorities

Important Considerations

- Host site supervisors must be:
 - Full-time employees at their organization
 - Able to devote at least 10% of their time to the associate
 - Located near the associate
 - Front line workers
- Host site supervisor requirements are to:
 - Confirm time and attendance of the associate
 - Complete a quarterly activity report (QAR)
 - Provide input into the performance appraisal twice each calendar year

Important Considerations

- Associates are required to attend PHAP conference calls and trainings
- Routine teleworking is not permitted
- Associates also have a CDC supervisor
- Problems (although rare) should be reported IMMEDIATELY to the CDC supervisor

Detailed information found at www.cdc.gov/PHAP

Scoring of Host Site Applications


- Systematic review, multiple reviewers
- Scores are given for each section, below
 - Workplace Support
 - Public Health Agency Statement
 - Assignment Details*
 - Training
 - Supervision*

*These sections account for 60% of the total application score


Host Site Application

Host Site Application – Sign In/Sign Up

- Step 1: Sign In/Sign Up



PHAP
PUBLIC HEALTH
ASSOCIATE PROGRAM



Government Warning: This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

By registering and logging in, you acknowledge that you have read and agree to the government warning conditions above.

Sign In

Email

Password

[Forgot your password?](#)

[Log In](#)

Need an Account?


[Sign Up](#)

Registered users can log in here.


All applicants will need to register as a new user.

Host Site Application – Sign In/Sign Up

- Step 1 continued: Sign Up



PHAP
PUBLIC HEALTH
ASSOCIATE PROGRAM



[← Return to Login](#)

Government Warning: This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

By registering and logging in, you acknowledge that you have read and agree to the government warning conditions above.

Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

Your password should be at least 8 characters.

Confirm password


Sign Up

ENTERED BY
wizehive

Enter email address and create a password for the account.

Host Site Application – Create New Application Profile

- Step 2: Create New Application Profile



PHAP
PUBLIC HEALTH
ASSOCIATE PROGRAM

Welcome, [username@organization.com](#) [Logout](#)

PHAP Host Site Application Portal

Profile

Welcome to the Public Health Associate Program Host Site Application Portal!

Application Deadline:
• February 18, 2019

If you have any questions, please contact the PHAP email box at PHAP@cdc.gov.

[+ Create a Profile to Get Started](#)

Application deadline.

Begin Application Profile

Host Site Application – Create New Application Profile

- Step 2 continued: Primary Application Contact

PHAP Host Site Profile

Primary Application Contact

Primary contact will be the first contact for PHAP for any questions concerning this application. Other contacts listed in the application will receive information from PHAP on program decisions and updates. The primary contact is considered the "owner" of the application.

First Name: *

Middle Name:

Last Name: *

Suffix:

Primary Email: *

We will use this e-mail to communicate with you throughout the application process. Make sure this e-mail is typed correctly.

Alternate Email:


Primary Phone: *

Provide this primary phone number, including area code. This information will be used to confirm your identity.

Ext:

Alternate Phone:

Ext:



Enter contact information for primary application contact.

Host Site Application – Create New Application Profile

- Step 3: Public Health Agency Details

Public Health Agency Details

Select the agency for which you are submitting an application. This information will be used throughout the application process.

Type: *

Select from the dropdown list the public health agency type (ex: State, Local, Tribal, etc.)

Director Information

Enter agency Director's contact information.

Director's First Name: *

Director's Last Name: *

Director's Email: *

Host Site Application – Create New Application Profile

■ Step 4: Supervisor Information

Supervisor Information

Is the primary supervisor the same as the primary application contact?

☐ Yes

First Name: *

Last Name: *

Primary Supervisor Email: *

Primary Supervisor Phone: *

Mailing Address Line 1: *

Mailing Address Line 2:

Mailing Address Line 3:

Title: *

Degree: *

Marking yes will auto-fill the Supervisor name, e-mail, and phone number.

Enter mailing address for Primary Supervisor.

Enter job title and degrees held by primary supervisor.

Host Site Application – Create New Application Profile

- Step 4 continued: Supervisor Information

Note: Primary supervisors must be full-time employees to be eligible as primary supervisors for PHAP.

Is the primary supervisor a full time employee? *

☐ Yes

☐ No

Primary Supervisor Employed By: *

Years of Public Health Experience: *

Years of Supervisory Experience: *

Current Number of Total Staff Supervised: *

Describe why the primary supervisor would be a good coach for an associate and how the primary supervisor will foster growth and development. (500 Word Limit). *

Word Count: 0 / 500

Host Site Application – Create New Application Profile

- Step 4 continued: Supervisor Information

Describe the primary supervisor's supervisory and mentoring experience. (250 Word Limit). *

Word Count: 0 / 250

Describe how the primary supervisor will provide direct supervision and on-the-job training. (250 Word Limit). *

Word Count: 0 / 250

List any other staff that will be providing ongoing guidance and assistance related to the PHAP associate's activities. (250 Word Limit). *

Word Count: 0 / 250

Host Site Application – Create New Application Profile

■ Step 5: Organizational Structure

Organizational Structure

Describe the program area, department or organizational unit within the health organization where the assignment will be based. Describe the workplace support (e.g., office setting, computer equipment, clerical and administrative support, peer support, dedicated resources) that will be provided to the PHAP associate.

Organizational Structure (500 word limit): *

Description of the organizational structure, in which the associate will be working. Include the physical work environment (desk, chair, computer, etc.) to which the associate will be assigned.

Is your health department accredited through the Public Health Accreditation Board (PHAB)? *

☐ Yes

☐ No

☐ N/A (Not a health department applicant)

Note: This question is only collected for informational purposes and is not scored.

Population Served

Please identify the population that your associates will serve.

Race: *

☐ White

☐ Black or African American

☐ American Indian or Alaskan Native

☐ Asian

☐ Native Hawaiian or Pacific Islander

☐ Other

☐ Hispanic / Latino

Gender: *

☐ Female

☐ Male

Life Stages: *

☐ Children Adolescent and Teens

☐ Adults

☐ Seniors (65+)

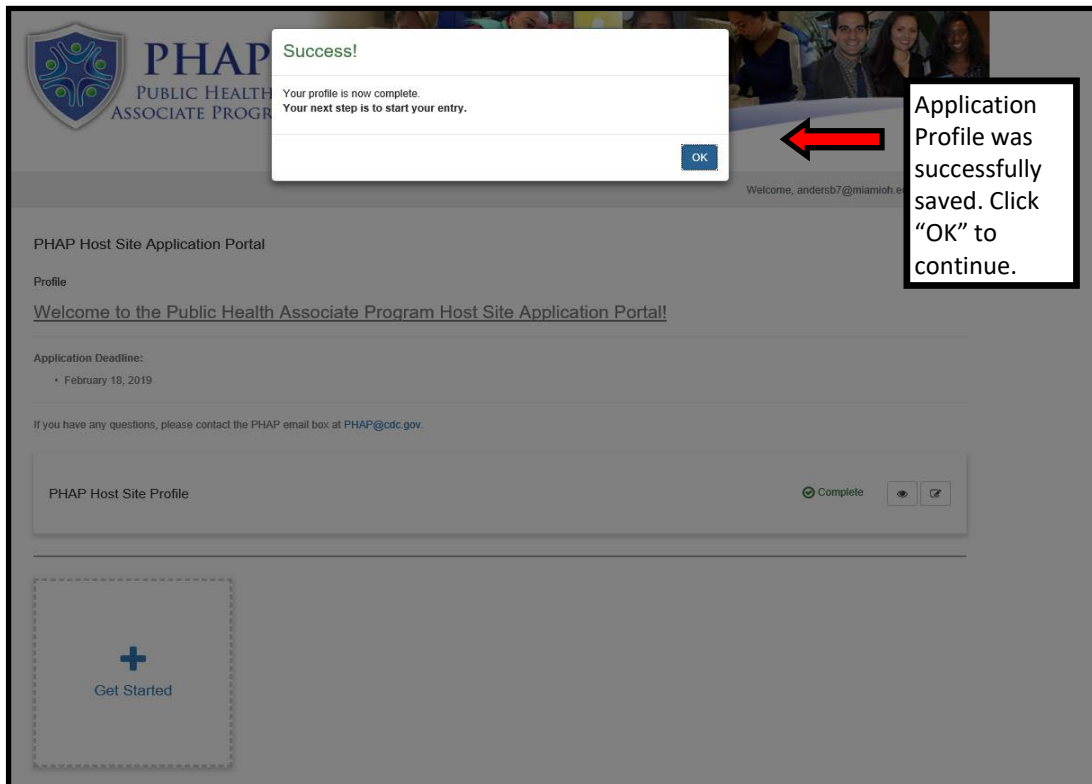
Multiple boxes can be checked for each category. Select all that apply.

Click "Save" to save and complete section and return to homepage.

Save Draft Save

Host Site Application – Create New Application Profile

- Step 6: Submit Profile



Host Site Application – Begin Application

- Step 7: Begin New Application

The screenshot displays the PHAP Host Site Application Portal. At the top, there is a header with the PHAP logo (Public Health Associate Program) and a banner image of diverse healthcare workers. Below the header, a navigation bar shows a welcome message and a 'Logout' button. The main content area includes the title 'PHAP Host Site Application Portal', a 'Profile' section with a welcome message, and an 'Application Deadline' of February 18, 2019. A contact email is provided: PHAP@cdc.gov. In the 'PHAP Host Site Profile' section, a box labeled 'Completed profile' has a red arrow pointing to a green 'Complete' status indicator. Below this, a 'Get Started' button with a plus icon is shown, with a red arrow pointing to it from a text box that reads: 'Click "Get Started" to begin Host Site Application.'

PHAP
PUBLIC HEALTH
ASSOCIATE PROGRAM

Welcome, [username] Logout

PHAP Host Site Application Portal

Profile

Welcome to the Public Health Associate Program Host Site Application Portal!

Application Deadline:

- February 18, 2019

If you have any questions, please contact the PHAP email box at PHAP@cdc.gov.

PHAP Host Site Profile

Completed profile → Complete

+
Get Started

Click "Get Started" to begin Host Site Application.

Host Site Application – Application Portal

- Step 8: Application Portal

The screenshot displays the PHAP Host Site Application Portal. At the top left is the PHAP logo (Public Health Associate Program) and a banner image of diverse healthcare workers. The top right shows a 'Welcome, [Name]' message and a 'Logout' button. Below the header, the breadcrumb trail reads 'PHAP Host Site Application Portal > Untitled'. A red arrow points from a text box to the 'Untitled' text, stating: 'Title will auto-populate to Agency name.' The main content area is titled 'PHAP Host Site Application' and contains four sections: 'Assignment Details', 'Activities', 'Training', and 'Languages'. Each section has a status indicator (e.g., 'In Progress', 'Not Started') and a 'Start Now >' button. A red arrow points from a text box to the 'eye' icon in the 'In Progress' status of the 'Assignment Details' section, stating: 'Click the “eye” icon to view the section text. Click the “write” icon to enter information.' At the bottom, there is a 'PHAP Host Site Application Submission' section with a 'Submit' button and a countdown timer: 'There are 28 days remaining to submit this.'

PHAP
PUBLIC HEALTH
ASSOCIATE PROGRAM

Welcome, [Name] Logout

PHAP Host Site Application Portal > Untitled

PHAP Host Site Application

Assignment Details

Activities

Training

Languages

PHAP Host Site Application Submission

There are 28 days remaining to submit this.

Submit

Host Site Application – Assignment Details

■ Step 9: Assignment Details

Assignment Details

Assignment Information

Subject Area(s): *

Select the subject area(s) that the associate will be working in for the majority of their assignment.

- ☐ Accreditation
- ☐ Adolescent and school health
- ☐ Asthma and allergies
- ☐ Automobile safety (car restraints, crashes, etc.)
- ☐ Cancer Prevention and Control
- ☐ Chronic Diseases
- ☐ Community Health Improvement
- ☐ Community/Population Health
- ☐ Diabetes
- ☐ Emergency Response/Disaster Preparedness
- ☐ Emerging Infectious Disease
- ☐ Environmental Health
- ☐ Food safety
- ☐ Genomics
- ☐ Health Equity
- ☐ Healthcare Associated Infections
- ☐ Healthy Homes
- ☐ Heart Disease and Stroke Prevention
- ☐ HIV
- ☐ Immunizations
- ☐ Infectious Diseases (General)



Select the public health subject area the associate will be working in for the duration of the two-year assignment. Only select one subject area.


- ☐ Injury Prevention
- ☐ Maternal and Infant Health
- ☐ Non-communicable Diseases
- ☐ Nutrition/Obesity
- ☐ Obesity prevention (built environment, physical activity, nutrition)
- ☐ Opioid Response
- ☐ Oral Health
- ☐ Pest, Vector, and Animal Control
- ☐ Public Health Law
- ☐ Public Health Surveillance (General)
- ☐ Quality Improvement
- ☐ Reproductive Health
- ☐ STD Prevention
- ☐ TB Prevention
- ☐ Tobacco Prevention and Cessation
- ☐ Tribal Health
- ☐ Vaccine Preventable Diseases (surveillance or investigation)
- ☐ Vector-borne diseases
- ☐ Viral hepatitis
- ☐ Water safety (drownings, boating)
- ☐ Waterborne disease
- ☐ Youth Violence Prevention

Host Site Application – Assignment Details

- Step 10: Letter of Support and Physical Address

"Letter of Support" from the Director Upload: *

Note: If you do not yet have a letter of support, you may save this section as "Draft" and continue working on the rest of the PHAP Host Site application. However, applications may not be submitted without an attached letter of support.



Physical Address Line 1: *


Physical Address Line 2:


Physical Address Line 3:

City: *

State: *

Zip: *





A letter of support for your agency's participation in PHAP written by the Director should be uploaded.

Provide the physical address of the office the associate will be working in at your host site.

Host Site Application – Assignment Details

■ Step 11: Public Health Agency Statement


Public Health Agency Statement

Provide a narrative that addresses the following:

Describe the public health or program need(s): (e.g. childhood obesity, preparedness planning, infrastructure development) and provide a brief description of the proposed work to be addressed by the PHAP associate.

Public Health Agency Statement (750 word limit):

Test



Provide a narrative that describes the public health needs of the agency.

Special Requirements

Please select any special requirements the associate must have to perform the duties or activities described in the proposal.

Driver's License: *

☒ Yes

☐ No

Personally Owned Vehicle: *

☒ Yes

☐ No



Please select any of the special requirements the associate must have to perform the duties or activities described in the application.

Click "Save" to save and complete entry.

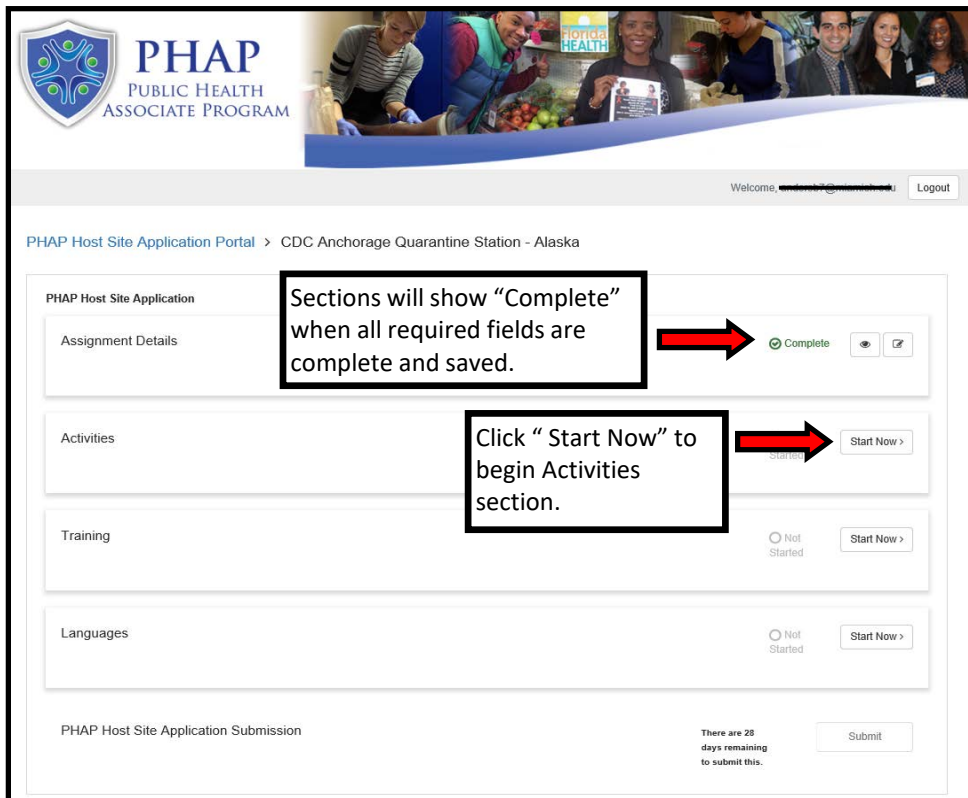


Save Draft

Save

Host Site Application – Activities

- Step 12: Add Activities



The screenshot displays the PHAP Host Site Application Portal. At the top, there is a banner with the PHAP logo and a group photo. Below the banner, a navigation bar shows the user's name and a 'Logout' button. The main content area is titled 'PHAP Host Site Application Portal > CDC Anchorage Quarantine Station - Alaska'. It features a sidebar with 'Assignment Details' and a main section with 'Activities', 'Training', and 'Languages'. The 'Activities' section is highlighted with a red arrow pointing to a 'Start Now >' button. A text box explains that sections will show 'Complete' when all required fields are complete and saved. Another text box explains that clicking 'Start Now' begins the Activities section. At the bottom, there is a 'Submit' button and a countdown timer.

PHAP
PUBLIC HEALTH
ASSOCIATE PROGRAM

Welcome, [User Name] Logout

PHAP Host Site Application Portal > CDC Anchorage Quarantine Station - Alaska

PHAP Host Site Application

Assignment Details

Sections will show "Complete" when all required fields are complete and saved.

Complete

Activities

Click "Start Now" to begin Activities section.

Start Now >

Training

Not Started

Start Now >

Languages

Not Started

Start Now >


PHAP Host Site Application Submission

There are 28 days remaining to submit this.


Submit

Host Site Application – Activities

- Step 12 continued: Add Activities



PHAP
PUBLIC HEALTH
ASSOCIATE PROGRAM



Welcome, [andersb7@miamioh.edu](#) [Logout](#)

[PHAP Host Site Application Portal](#) > [CDC Anchorage Quarantine Station - Alaska](#) > [Activities Listing](#)

You need to have a minimum of 1 item in this list in order to submit your entry.

[Export .CSV](#) [+ Add New Item](#)

There are no items in this list.
It's lonely here! [Add some items.](#)

Click “Add some items” to add each activity associated with the assignment.

POWERED BY
wizehive

Host Site Application – Activities

- Step 12 continued: Add Activity

Activities

Activity Description

Enter a detailed description of the activity the associate will perform during the assignment, including associate responsibilities, timeline, and deliverables. (250 Word Limit)

Activity: *

Description: *

Word Count: 0 / 250

Level of Responsibility: *

☐ Team Member
☐ Coordinator
☐ Lead

Activity Dates

Start Date: *

End Date: *

Ex: Home lead inspections. The associate will inspect homes in which children with high blood lead levels have been identified and take measurements using appropriate instruments.

Select the level of responsibility (e.g. Team Lead, member, etc.) of the associate during the completion of this activity.

Specify the timeframe for the activity.

Host Site Application – Activities

- Step 12 continued: Activity Competencies

Competencies

1.0 Analytic and Assessment

- 1.1 Monitors health risks and factors affecting the community
- 1.2 Uses data that are valid and reliable for assessing the health of a community
- 1.3 Synthesizes public health information to accurately assess problems
- 1.4 Applies ethical principles in using (e.g., accessing, analyzing, using, maintaining, and disseminating) public health data and information
- 1.5 Uses information technology in accessing, collecting, analyzing, using maintaining, and disseminating data and information
- 1.6 Defends decisions using logic as well as qualitative and quantitative data

1.0 Analytic and Assessment (See list above):

- ☐ 1.1
- ☐ 1.2
- ☐ 1.3
- ☐ 1.4
- ☐ 1.5
- ☐ 1.6



Select all of the PHAP Competencies
this activity will meet.

Host Site Application – Activities

- Step 12 continued: Activity Competencies

2.0 Public Health Science

- 2.1 Applies knowledge of various approaches to improving population-based health
- 2.2 Describes the basic public health sciences (i.e., laboratory, epidemiology, surveillance, and informatics)
- 2.3 Describes how public health sciences are used in the delivery of the 10 Essential Public Health services
- 2.4 Incorporates public health informatics practices and procedures
- 2.5 Defines the roles, responsibilities and contributions of various organizations and agencies to specific federal, state, tribal, local, and territorial public health programs
- 2.6 Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels

2.0 Public Health Science (See list above):

- ☐ 2.1
- ☐ 2.2
- ☐ 2.3
- ☐ 2.4
- ☐ 2.5
- ☐ 2.6



Select all of the PHAP Competencies
this activity will meet.

Host Site Application – Activities

- Step 12 continued: Activity Competencies

3.0 Program Planning, Management, and Improvement

- 3.1 Identifies information required in the program planning process
- 3.2 Gathers information for evaluating policies, programs, and services
- 3.3 Contributes to the implementation of an organizational strategic plan
- 3.4 Contributes to state/tribal/community health improvement planning

3.0 Program Planning, Management, and Improvement (See list above):

- ☐ 3.1
- ☐ 3.2
- ☐ 3.3
- ☐ 3.4

Host Site Application – Activities

- Step 12 continued: Activity Competencies

4.0 Public Health Policy and Law

- 4.1 Describes the public health laws and regulations governing public health programs
- 4.2 Adheres to laws, regulations, policies, and procedures for ethical public health practice
- 4.3 Analyzes public health legislation, policy, and regulation issuances that impact public health

4.0 Public Health Policy and Law (See list above):

- ☐ 4.1
- ☐ 4.2
- ☐ 4.3

Host Site Application – Activities

- Step 12 continued: Activity Competencies

5.0 Professionalism

- 5.1 Treats others courteously and respectfully
- 5.2 Exercises initiative, persistence, tact, and resourcefulness in establishing and continuing work relationships
- 5.3 Elicits and applies feedback to build professional skills and competencies
- 5.4 Makes decisions that are focused on desired results
- 5.5 Uses the chain of command to address risks, issues, or concerns

5.0 Professionalism (See list above):

- ☐ 5.1
- ☐ 5.2
- ☐ 5.3
- ☐ 5.4
- ☐ 5.5

Host Site Application – Activities

- Step 12 continued: Activity Competencies

6.0 Communication

- 6.1 Communicates in writing and orally with linguistic and cultural proficiency to target audience
- 6.2 Communicates information that is clear, timely, accurate and uses plain language
- 6.3 Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters, press releases)
- 6.4 Applies communication and group dynamic strategies in interactions with individuals and groups
- 6.5 Demonstrates active listening skills

6.0 Communication (See list above):

- ☐ 6.1
- ☐ 6.2
- ☐ 6.3
- ☐ 6.4
- ☐ 6.5



Select all of the PHAP Competencies
this activity will meet.

Host Site Application – Activities

- Step 12 continued: Activity Competencies

7.0 Cultural Competency

- 7.1 Incorporates strategies for interacting with people from diverse backgrounds
- 7.2 Recognizes the ways in which diversity influences policies, program, and the overall health of a community
- 7.3 Recognizes the benefit of using a diverse workforce to better serve target populations
- 7.4 Uses cultural and social aspects to increase an intervention's effectiveness
- 7.5 Develops and maintains relationships with diverse partners to improve population-based health

7.0 Cultural Competency (See list above):

☐ 7.1

☐ 7.2

☐ 7.3

☐ 7.4

☐ 7.5



Select all of the PHAP Competencies
this activity will meet.

Host Site Application – Activities

■ Step 12 continued: Activity Competencies

8.0 Community Dimensions of Public Health

- 8.1 Establishes relationships to improve health in a community (e.g., partnerships, academic, colleagues, customers, others)
- 8.2 Collaborates with community partners to improve health in a community
- 8.3 Serves as a public health ambassador
- 8.4 Identifies policies, programs, and resources that improve health in a community (e.g., using evidence to demonstrate the need for a program, communicating the impact of a program)

8.0 Community Dimensions of Public Health (See list above):

- ☐ 8.1
- ☐ 8.2
- ☐ 8.3
- ☐ 8.4

Select all of the PHAP Competencies this activity will meet.

9.0 Financial Planning and Management

- 9.1 Describes public health funding mechanisms
- 9.2 Provides assistance on grants, cooperative agreements, contracts, and other awards
- 9.3 Describes components of a budget
- 9.4 Tracks program spending to current and forecasted budget constraints

9.0 Financial Planning and Management (See list above):

- ☐ 9.1
- ☐ 9.2
- ☐ 9.3
- ☐ 9.4

Select all of the PHAP Competencies this activity will meet.

Click "Save" to save and complete entry.

Saved at 8:40:26 AM

Save Draft

Save

Host Site Application – Activities

- Step 13: Add Additional Activities

PHAP
PUBLIC HEALTH
ASSOCIATE PROGRAM

Click on Application Title
or Application Portal to
return to Application
Home Page.

Welcome, test@col.gov Logout

PHAP Host Site Application Portal > CDC Anchorage Quarantine Station - Alaska > Activities Listing

You need to have a minimum of 1 item in this list in order to submit your entry.

Export .CSV + Add New Item

Activity	End Date
Test	01/23/2019

Completed activity
entered and saved.

Click "Add New Item"
to add additional
activities associate
with the assignment.
There is no limit to
the number of
activities that can be
entered.

POWERED BY
wizehive

Host Site Application – Training

- Step 14: Add Training

The screenshot displays the PHAP Host Site Application Portal. At the top, there is a header with the PHAP logo (Public Health Associate Program) and a banner image of diverse people. Below the header, a navigation bar shows the user's name and a 'Logout' button. The main content area is titled 'PHAP Host Site Application Portal > CDC Anchorage Quarantine Station - Alaska'. Under the 'PHAP Host Site Application' heading, there are four sections: 'Assignment Details', 'Activities', 'Training', and 'Languages'. The 'Assignment Details' and 'Activities' sections show a 'Complete' status with a green checkmark and a 'Start' button. The 'Training' section shows a 'Start Now >' button. The 'Languages' section shows a 'Not Started' status with a 'Start Now >' button. A text box with a black border and red arrows points to the 'Complete' status of the 'Assignment Details' and 'Activities' sections, stating: 'Sections will show "Complete" when all required fields are complete and saved.' Another text box with a black border and a red arrow points to the 'Start Now >' button in the 'Training' section, stating: 'Click "Start Now" to begin Training section.'

PHAP
PUBLIC HEALTH
ASSOCIATE PROGRAM

Welcome, [User Name] Logout

PHAP Host Site Application Portal > CDC Anchorage Quarantine Station - Alaska

PHAP Host Site Application

Assignment Details

Activities

Training

Languages


PHAP Host Site Application Submission

There are 28 days remaining to submit this.


Submit

Host Site Application – Training

- Step 14 continued: Add Training



PHAP
PUBLIC HEALTH
ASSOCIATE PROGRAM



Welcome, [andrea72@state.hawaii.gov](#) [Logout](#)

[PHAP Host Site Application Portal](#) > [CDC Anchorage Quarantine Station - Alaska](#) > [Training Listing](#)

You need to have a minimum of 1 item in this list in order to submit your entry.

[Export .CSV](#) [+ Add New Item](#)

There are no items in this list.

It's lonely here! [Add some items.](#)

HOSTED BY
wizehive

Click “Add some items” to add each training that the associate will be required or requested to take to complete the host site activities.

Any orientation trainings for the associate should also be included.



Host Site Application – Training

- Step 14 continued: Add Training

Training

Training Name/Subject: *

Training Type: *

☐ One-on-One

☐ E-Learning

☐ Classroom: HD

☐ Classroom: Outside Sponsor

☐ E-Learning CDC

☐ Other

Brief Description: *

Target Completion Date: *

Click "Save" to save and complete entry.

Host Site Application – Training

- Step 15: Add Additional Trainings

PHAP
PUBLIC HEALTH
ASSOCIATE PROGRAM

Click on Application Title or Application Portal to return to Application Home Page.

Welcome, [andersb7@mission.edu](#) Logout

PHAP Host Site Application Portal > CDC Anchorage Quarantine Station - Alaska > Training Listing

You need to have a minimum of 1 item in this list in order to submit your entry.

Training Name	Training Type
Test	E-Learning

Completed training entered and saved.

Click "Add New Item" to add additional trainings associated with the assignment.

+ Add New Item

Host Site Application – Languages

- Step 16: Add Language Requirements

The screenshot displays the PHAP Host Site Application Portal. At the top left is the PHAP logo (Public Health Associate Program) and a banner image of diverse people. The top right shows a user login area with 'Welcome, [username]' and a 'Logout' button. Below the header, the breadcrumb trail reads 'PHAP Host Site Application Portal > CDC Anchorage Quarantine Station - Alaska'. The main content area is titled 'PHAP Host Site Application' and contains four sections: 'Assignment Details', 'Activities', 'Training', and 'Languages'. The 'Assignment Details', 'Activities', and 'Training' sections each show a green 'Complete' status with a checkmark icon. The 'Languages' section shows a 'Start Now >' button. A central text box with a black border states: 'Sections will show "Complete" when all required fields are complete and saved.' Three red arrows point from this box to the 'Complete' status of the first three sections. Another text box with a black border at the bottom states: 'Click "Start Now" to begin Languages section.' A red arrow points from this box to the 'Start Now >' button. At the bottom of the page, it says 'PHAP Host Site Application Submission' and 'There are 28 days remaining to submit this.' with a 'Submit' button.

PHAP
PUBLIC HEALTH
ASSOCIATE PROGRAM

Welcome, [username] Logout

PHAP Host Site Application Portal > CDC Anchorage Quarantine Station - Alaska

PHAP Host Site Application

Assignment Details Complete

Activities Complete

Training Complete

Languages Start Now >

PHAP Host Site Application Submission

There are 28 days remaining to submit this. Submit

Host Site Application – Languages

- Step 16 continued: Add Language Requirements

The screenshot shows a web application interface for adding language requirements. At the top left, there is a label "Language: *" followed by a search input field containing the placeholder text "Type to begin search...". A red arrow points from a text box to this input field. The text box contains the instruction "Search for desired language." Below the search input is a horizontal line, and below that is a list of language options, each with a dropdown arrow. In the center of the interface, there are three red asterisks "***". To the right of the asterisks is a text box with the instruction "Click 'Save' to save and complete section and return to homepage." A red arrow points from this text box to the "Save" button. At the bottom right, there are two buttons: "Save Draft" and "Save". At the bottom center, there is a logo that says "POWERED BY wizehive".

Language: *

Type to begin search...

Search for desired language.

Click "Save" to save and complete section and return to homepage.

Save Draft Save

POWERED BY wizehive

Host Site Application – Languages

- Step 17: Add Additional Language Requirements

PHAP
PUBLIC HEALTH
ASSOCIATE PROGRAM

Click on Application Title or Application Portal to return to Application Home Page.

Welcome, [\[username\]](#) Logout

PHAP Host Site Application Portal > CDC Anchorage Quarantine Station - Alaska > Languages Listing

Click “Add New Item” to add additional language requirements associated with the assignment.

Language

English

+ Add New Item

POWERED BY
wizehive

Host Site Application – Submit Application

- Step 18: Submit Application

The screenshot displays the PHAP Host Site Application Portal. At the top, there is a header with the PHAP logo (Public Health Associate Program) and a banner image of diverse healthcare workers. Below the header, a navigation bar shows the user is logged in and provides a 'Logout' button. The main content area is titled 'PHAP Host Site Application Portal > CDC Anchorage Quarantine Station - Alaska'. Underneath, the 'PHAP Host Site Application' section lists four items: 'Assignment Details', 'Activities', 'Training', and 'Languages'. Each item has a 'Complete' status indicator (a green checkmark) and a right-pointing arrow. A central text box with a black border explains that sections show 'Complete' when all required fields are complete and saved. Red arrows point from this text box to each of the four 'Complete' indicators. At the bottom of the application list, there is a 'PHAP Host Site Application Submission' section. It includes a countdown timer stating 'There are 28 days remaining to submit this.' and a large green 'Submit' button. A red arrow points from the 'Submit' button to a separate text box on the right.

PHAP
PUBLIC HEALTH
ASSOCIATE PROGRAM

Welcome, [User Name] Logout

PHAP Host Site Application Portal > CDC Anchorage Quarantine Station - Alaska

PHAP Host Site Application

Assignment Details

Activities

Training

Languages

Sections will show "Complete" when all required fields are complete and saved.

Complete

Complete

Complete

Complete

PHAP Host Site Application Submission

There are 28 days remaining to submit this.

Submit

When you have completed each section of the application, click "Submit".



Host Site Application – Submit Application

- Step 18 continued: Submit Application


PHAP Host Site Application Portal > CDC Anchorage Quarantine Station - Alaska

PHAP Host Site Application


Assignment Details




Activities



Training






Languages



PHAP Host Site Application Submission

You will see this field if the application is successfully submitted.

 | 



✓ This has been submitted.

Summary:

- Link to eFMS can be found on www.cdc.gov/PHAP
- Host Site Application period is February 4-18, 2019
- Contact PHAP with any questions at phap@cdc.gov

Thank You!

Thank you for your interest in hosting an associate!

For more information, please contact CDC's Public Health Associate Program:

4770 Buford HWY NE
Atlanta, GA 30341

Telephone: 404-498-0030

Email: PHAP@cdc.gov

Website: www.cdc.gov/PHAP

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

