



Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll in the Certified Hospital Public Health and Emergency Preparedness Leader (CHPC™) program to further strengthen my expertise in hospital emergency preparedness, public health emergency management, and healthcare resilience, and I would like to seek your approval to attend this program. By participating in this program, I will enhance my ability to strengthen our organization's preparedness for major incidents, improve emergency coordination, and support the continuity of critical healthcare services during crises.

Led by Hannah Squires, a highly experienced Emergency Preparedness, Resilience and Response (EPRR) professional, this program will equip me with practical knowledge and internationally recognized best practices in hospital emergency management. It will strengthen my ability to develop Emergency Operations Plans (EOPs), enhance infectious disease and public health emergency preparedness, and improve business continuity and recovery planning. Some of the key skills this program will provide include:

- Emergency Operations Planning (EOP) Development
- Hazard Vulnerability Assessment (HVA)
- Incident Classification and Emergency Coordination
- Mass Casualty Incident & Surge Capacity Management
- Infectious Disease and Pandemic Preparedness
- Public Health Emergency Response Coordination
- CBRNe and HAZMAT Preparedness
- Business Continuity and Recovery Planning
- Emergency Simulation & After-Action Reviews

I believe the knowledge and practical skills gained from this program will significantly strengthen my ability to contribute more effectively to our organization's emergency preparedness, operational resilience, and crisis response capabilities. Upon completing this program, it will strengthen both my professional capabilities and our organization's readiness to respond effectively to future emergencies.

I look forward to gaining your approval to attend this online program.

Sincerely,

Your Name