

PHAP Host Site Application Guidance & Points to Consider

Presented in order of the sections in the PHAP Host Site application.



PHAP PUBLIC HEALTH ASSOCIATE PROGRAM FOR RECENT GRADUATES

PART 1: ASSIGNMENT DETAILS

Position Assignment Description

- The host site application should clearly **describe the public health or program need(s)** to be addressed through the work performed by the associate.

Position Assignment Environment

- The host site application should clearly describe the host organization and program where the associate will be assigned, the **workplace setting, and any equipment and software provided** for the associate to perform the work. CDC cannot provide software or applications for associates to perform host site work. The host site is expected to provide access around host site IT firewalls or provide alternate means of access to CDC intranet systems at least twice during the business day.
- The application should describe the **availability of safe and affordable housing** within a daily, commutable distance of the work site location. This is especially important for rural or remote assignments. Please include any special arrangements for staff or previous associates.
- Host agencies that are **100% remote are not eligible** to host PHAP associates. **Associates are required to report to the host site workplace** a minimum of 3 days per week.

Subject Area of Proposed Assignment

- **Select only one subject area** that encompasses the majority of work the associate will be performing during their two-year assignment.

Languages and Other Special Requests

- Any **special requests pertaining to language proficiency**, a driver's license, or privately owned vehicle will be considered but not guaranteed in relation to the pool of eligible associate candidates. Proposed duties should not rely on language fluency beyond English proficiency.

- PHAP cannot consider any special requests related to certification or coursework or an advanced degrees beyond a bachelor's degree. Any proposed work should be able to be completed by a bachelor's level graduate in any field of study.

Letter of Support

- The letter of support must be submitted on host organization letterhead and signed by the host organization's director or senior leader.

Travel

- The host organization is responsible for **reimbursing the associate for local travel** (e.g., <100 miles from host organization) related to host site work, including mileage, parking, and tolls.
- Associates must obtain CDC approval for travel greater than 100 miles from the host agency. Approval of non-conference related travel requests can take up to four weeks once submitted in the CDC travel approval process/system. **Federally sourced funds cannot be used** to pay for the associate's travel, training, or conference attendance.

PART 2: ACTIVITY

- The application should describe **concrete activities in both years** for the associate to perform during PHAP. The subject area for the majority of work must be the same for both years.
- Associates should **hold positions that are functionally indistinguishable** from host organization staff. Positions should include documented opportunities to perform hands-on work that enables the host agency to meet its program goals.
- The work plan should include activities in public health programs or service delivery that are robust and challenging, yet **appropriate for a recent bachelor's level graduate** in any field of study.
- Appropriate and reasonable timelines should be established for all proposed activities. Deliverables should be specific, measurable, and action-focused (i.e., not just observation). **Ensure that each proposed activity falls within the two-year fellowship period**, which begins in October of the application year.
- The work plan should demonstrate **evidence of increasing responsibility and task complexity** over the two years. An associate's work should be progressive with opportunities to build and reinforce skills acquired during the assignment.
- **Roles for proposed activities should be varied and appropriate** for the PHAP timeline. Associates should not serve in leadership roles for activities or projects beginning the first day of PHAP. Leadership roles for activities and projects should not be assigned until the associate's skill set/capability is assessed.
- The work plan should provide sufficient opportunities for the associate to **develop proficiency in all PHAP competency domains** over the two-year assignment. A link to the PHAP competencies can be found [here](#).

CDC PHAP Requirements for Associate Activities

- Host site application proposals **cannot include research activities**. **Research** refers to the creation of generalizable knowledge to be disseminated broadly (e.g., published) outside of the host site. Activities that would not be considered research can include surveillance, assessments, and public

health evaluations, as well as translating research into practice for the communities served by the host site.

- While associates may participate in activities to support grant funding at the host site, they are **limited in their level of involvement with federal grants**. Associates cannot participate in the application process for federal grants, with the exception of providing background data or literature reviews. Associates also cannot assume a financial management or authority role with federal grants.
- Any public products such as abstracts, presentations, or manuscripts that include the associate as a co-author or co-presenter will require **CDC clearance**.
- **Associates cannot supervise host organization staff**, contractors, interns, or students. Associates cannot serve as spokespersons or subject matter experts for the host site or CDC.

PART 3: TRAINING

- When developing the associate's training plan, consider the assigned work. The host organization's application will be scored on how well the **training plan aligns with/prepares the associate for the work** to be performed. For example, if the associate will be participating in program evaluation activities, concrete trainings in program evaluation should be listed.
- **A clear orientation plan** should be described for the first 3-6 months of the associate's assignment and should include the standard orientation for any new host site employee. This plan should include, but is not limited to, the following: opportunities to learn the organizational structure of the host agency, an introduction to staff that support the associate's program(s), an overview of the host agency's administrative policies and procedures, a demonstration of host site computer systems and related network access, and any agency-specific training such as bloodborne pathogens, HIPAA, or sexual/workplace harassment.
- **The training plan should be diverse** (i.e., a mix of didactic/classroom, virtual, and one-on-one learning), and should not solely focus on the associate's assigned program area. The plan should include opportunities for the associate to learn about other programs, functions, or services provided by the host agency. In addition, the plan should incorporate trainings or other learning opportunities related to specific public health initiatives, priorities, or needs that are being addressed in the host site community.
- Trainings and learning opportunities **should be distributed throughout the two-year assignment** and should not all take place in the first year.
- All elements of the proposed training plan should **fall within the fellowship period**, which begins in October of the application year.

CDC PHAP Requirements for Associate Training or Conference Attendance

- **Federally sourced funds cannot be used** to pay for an associate's travel, training, or conference attendance.
- **Conference attendance requires CDC approval**. Requests to attend conferences must be submitted up to six months in advance, and associates are expected to follow the formal CDC conference approval process required for all CDC staff. Attendance at larger conferences, like APHA or CSTE, is closely monitored for all federal employees, and **permission to attend is not**

guaranteed for associates, even if presenting a poster or delivering an oral presentation. Conference abstracts require CDC **scientific clearance** prior to submission to conference organizers. Scientific clearance is separate from the conference approval process to attend the conference.

PART 4: HOST SITE SUPERVISORS

A successful experience for the associate depends largely on **identifying the most appropriate host site supervisor**. Associates are new to public health, and for many associates, the PHAP assignment is their first professional work experience. Some elements to consider when selecting the most appropriate host supervisor:

- Supervisors should be front-line public health professionals, with demonstrated experience in the subject area of the associate's assignment.
- Supervisors should have demonstrated supervisory experience (a minimum of two years is required).
- Supervisors should be organizationally located close to their associate so they're in a position to directly observe associate's performance and provide immediate feedback.
- Supervisors should be geographically close to their associate; ideally within the same office building.
- Supervisors should not have more than 5-7 direct reports to ensure they have sufficient time to supervise the associate.

CDC PHAP Requirements for Host Site Supervision

- Supervisors must be a full-time employee of the host organization.
- Supervisors must be available to **devote at least 10% of time (e.g., 4 hours/week)** providing direct, in-person supervision, guidance, and feedback to associate.
- Each host site application **must have a primary AND secondary host site supervisor identified**. The secondary host site supervisor would fill in when the primary host site supervisor is unavailable.
- **One or both host site supervisors must be working onsite with the associate a minimum of three days per week.**
- Supervisors must **demonstrate capacity and intent to collaborate with CDC** and meet established program and reporting deadlines. The application must describe the host site supervisor's strategy for communicating with the associate's CDC PHAP supervisor during the two-year assignment.
- Applications should include a **clear plan that describes how direct supervision and on-the-job training will be provided** and how activities will foster the associate's professional growth and development. Sufficient time and opportunity for interaction between the host site supervisor and associate should be established. Regularly scheduled ("standing") weekly meetings with associate are ideal. Remember, these are early-career professionals who require more guidance and feedback than seasoned employees.
- In addition to the secondary host site supervisor, applicants should **consider identifying other host site staff and/or partners who can provide ongoing guidance** and assistance related to the associate's activities.