



**Center for Clinical Standards and Quality/Survey & Certification Group**

---

**Admin Info: 15-40-ALL**

**DATE:** July 2, 2015

**TO:** State Survey Agency Directors

**FROM:** Director  
Survey and Certification Group

**SUBJECT:** Training Supplement to the 2015 Mission and Priority Document (MPD)

**Memorandum Summary**

**Training Supplement:** The content of the Training Supplement affects planning and management of training during the remainder of Fiscal Year (FY) 2015. The following documents are attached with this memo:

- Training Supplement to the FY2015 MPD
- Course Catalog
- Curriculum Map
- FY 2015 Training Schedule

**Training Supplement to the FY2015 MPD:** This document provides an overview of Centers for Medicare & Medicaid Services (CMS) Survey and Certification training systems, training requirements for courses, and procedural guidelines with respect to training. In combination with specific course information provided in the three documents, Regional and State Training Coordinators should be able to understand training requirements, plan student allocations and schedule training participation. Policy and program updates impacting training are also provided in the Training Supplement.

**Course Catalog:** This document is a comprehensive, all-inclusive list of training courses offered and coordinated by the CMS Survey and Certification Training Division. The Course Catalog is updated annually.

**Curriculum Map:** This document provides a detailed outline of pre and post requisites, as well as mandatory requirements before and after each training course, as it pertains to the survey function of the surveyors. Information in this document should be used to understand CMS' training requirements and timelines to support survey functions. Courses are organized and categorized on the basis of CMS Survey and Certification divisions and functions. The Preceptor Manual Curriculum Map is updated annually.

**FY 2015 Training Schedule:** This document provides the dates and locations for all training offered in FY 2015. The schedule is updated on a monthly basis, and distributed to all Regional and State Training Staff.

All the above-mentioned documents are effective tools in understanding, planning and mapping out surveyors' future training plans.

**Contact:** For questions regarding this memorandum, please contact Anita Segar at [anita.segar@cms.hhs.gov](mailto:anita.segar@cms.hhs.gov).

**Effective Date:** Immediately. This policy should be communicated with all survey and certification staff, their managers and the State/Regional Office training coordinators within 30 days of this memorandum.

/s/

Thomas E. Hamilton

Attachment(s)-

Training Supplement to the FY2015 MPD  
Course Catalog  
Curriculum Map  
FY 2015 Training Schedule

cc: Survey and Certification Regional Office Management  
Regional Training Administrators  
State Training Coordinators