

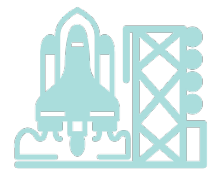
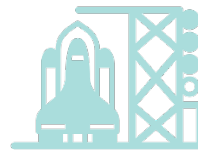
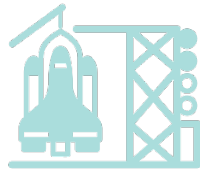
Why Accreditation Matters for Local Public Health

Local Health Department Staff: Email Templates

The following email templates are designed for Agency Accreditation Coordinators to help communicate the accreditation process and how coworkers can assist throughout the process.

How to use: Copy and paste the template language into your email platform and customize the purple [insert text] fields. Edit the messages according to what works best for your agency. Yellow sub-headings show suggested email subject text.

Annual Accreditation Maintenance & Updates



Hello Team,

We've officially entered the [insert number] year of our accreditation cycle.

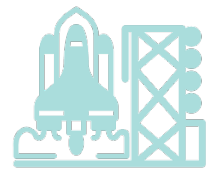
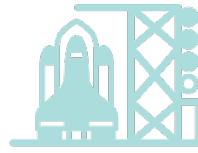
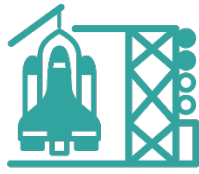
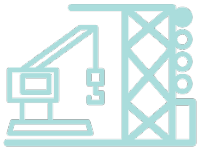
Here are our biggest accreditation accomplishments this year:

- [Insert list of accomplishments]

As a department, we continuously collect and submit evidence of how we meet the North Carolina Local Health Department Accreditation standards. This review process helps us identify areas to improve the ways we serve our community. As we enter the next year, we encourage you all to keep this momentum going! Be on the lookout for future emails from us on how you can support our accreditation.

Have questions about the accreditation process in North Carolina? Ask [Insert Name] or visit [Website].

Accreditation – Preparing for Launch!



Hello Team,

We are within 90 days of finalizing our materials to be reaccredited! These next few months will require all hands on-deck to ensure everything is in place for a successful reaccreditation.

Here is how you can help:

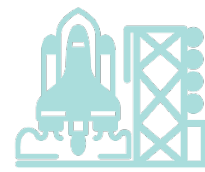
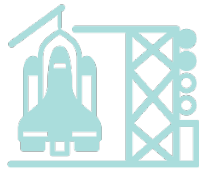
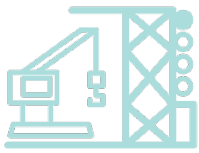
- [Insert tasks and opportunities for staff support]

Through working together to achieve reaccreditation, we can help guarantee a strong foundation for our community to thrive and be healthy.

Thank you for all your work thus far. Be on the lookout for future accreditation emails as we make our final submission and receive our site visit report.

Have questions about the accreditation process in North Carolina? Ask [Insert Name] or visit [Website].

Final Countdown - Evidence Submitted!



Hello Team,

We did it! 147 activities, over [Insert Number] pieces of documentation, and one *stellar* team! We work hard every day to serve our community, and the evidence we gathered demonstrates this work. Here are some of the activities from this accreditation cycle we are most proud of:

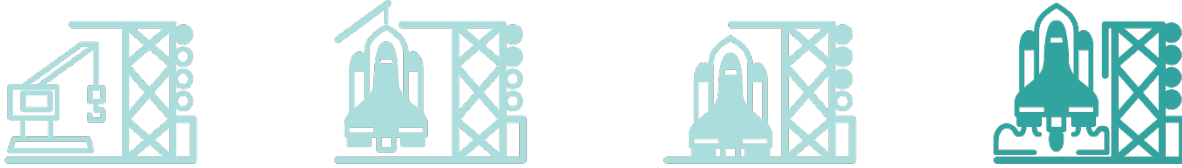
- [List activities and links to important deliverables]

Thank you all again for your work this past year. The site visit team has recommended [insert recommendation], and we await official confirmation on this decision from the Accreditation Board on [Insert Board Meeting Date]. The next accreditation cycle has already begun, and we look forward to your collaboration throughout the process!

Have questions about the accreditation process in North Carolina? Ask [Insert Name] or visit [Website].

Accreditation Results Are In – And They Are Out of This World!

Reaccredited



Hello Team,

Congratulations! We put in the hard work over the past years, and it has not gone unnoticed. **We have officially been reaccredited** by the North Carolina Local Health Department Accreditation Board. We met [\[Insert Number\]](#) activities out of 147 required activities.

We want to share with you some of the most notable comments from the site visit report:

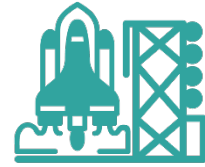
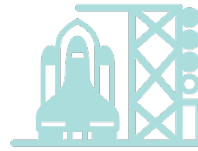
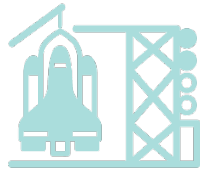
- [\[Insert notable comments here\]](#)

These comments and the accreditation process are vital in helping us discover how we can strengthen our community impact. We look forward to incorporating these ideas and improvements into the next accreditation cycle.

Thank you all for your hard work! Be on the lookout for future accreditation emails as we make progress on the next accreditation cycle.

Have questions about the accreditation process in North Carolina? Ask [\[Insert Name\]](#) or visit [\[Website\]](#).

Reaccredited with Honors



Hello Team,

Congratulations! We put in the hard work over the past years, and it has not gone unnoticed. **We are thrilled to announce that [Insert Department] is officially reaccredited with honors** by the North Carolina Local Health Department Accreditation Board. We met [Insert Number] activities out of 147 required activities.

We want to share with you some of the most notable comments from the site visit report:

- [Insert notable comments here]

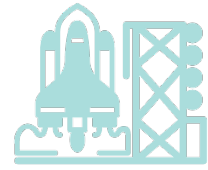
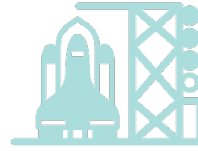
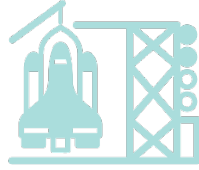
These comments and the accreditation process are vital in helping us discover how we can strengthen our community impact. We look forward to incorporating these ideas and improvements into the next accreditation cycle.

Every one of you played a part in helping our agency achieve this honor – thank you all for your hard work!

Have questions about the accreditation process in North Carolina? Ask [Insert Name] or visit [Website].

Accreditation Results Are In – Further Maintenance is Required

Conditionally Reaccredited



Hello Team,

Our response from the North Carolina Local Health Department Accreditation Board has been received, and there is still work to do. **We have been conditionally reaccredited.** This means that some of our activities and evidence need more attention. However, we received great feedback from the site visit team on what we can do now and in the future to improve. This is an opportunity to refine and strengthen what we do as a department, and we know that we will be better for it in the end! We will be hard at work during the next [insert # months/year] strengthening our materials for resubmission.

Here is how we could use your support:

- [Insert tasks and opportunities for staff support]

We hope to resubmit evidence by [insert date], and we will stay in touch throughout the process.

Have questions about conditional accreditation and the accreditation process in North Carolina? Ask [Insert Name] or visit [Website].