Employer Letter

**Instructions:** Update the highlighted fields in the letter below with information tailored to your organization. Some benefits of attending the 2022 TAPCHW Conference include:

* Earn needed continuing education credit to maintain Texas CHW Certification.
* Find new ways to provide credible health information.
* Grow the Community Health Worker movement – and improve wellbeing in your community.
* Learn new ways to teach community members/patients/clients
* Get new ideas for spreading outreach in your community.

Once you have personalized the email, copy the text, and paste it into an email to your employer. Don’t be afraid to make it your own -- but be sure to remove any highlights and placeholders before you send it!

Dear [NAME],

To help [ORGANIZATION NAME] [BENEFIT OF ATTENDING], I would like to attend the 2022 TAPCHW Annual Virtual Conference being held Monday, September 19th – Tuesday, September 20th

The 2022 TAPCHW Annual Virtual Conference is a unique opportunity to network with CHWs and CHW Instructors from all over Texas and learn from other subject matter experts on key health topics. With sessions on everything from mental health and wellness to motivational interviewing, this Conference will provide new ways for our organization to reach our goals and better support our community.

As a CHW/a CHW Instructor, I will come away from the Conference with enhanced teaching skills and knowledge I can pass on to our staff. That includes critical information about CHW best practices and so much more.

Regarding costs: The Conference early bird registration is $45 for both days and I can earn up to 7 certified CEs with opportunities for a few other non-certified CEs as well.

Thank you for considering this request and investing in my professional development.

Sincerely,

[YOUR SIGNATURE]

*​The mission of TAPCHW is to support and expand opportunities for the CHW profession at the state and local level through Advocacy, Education, Employment, Empowerment, and Policy.*