



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

Date

Dear {Manager},

I would like to enroll in the Certified Nursing Leader in Patient Safety and Error Prevention (CNPS™) program to enhance my expertise in patient safety leadership, error prevention, and healthcare quality improvement, and I would like to gain your approval to attend this program. By participating, I will develop advanced skills in safety culture leadership, root cause analysis, error prevention strategies, and compliance frameworks—contributing significantly to my professional growth and enhancing our organization's commitment to delivering safe, high-quality care.

Led by **Dr. Mary E. Geary, PhD, RN**, an internationally recognized authority in nursing, healthcare quality, and patient safety, this program will provide me with a comprehensive understanding of global patient safety standards, regulatory compliance, and evidence-based error-prevention practices. It covers key topics such as medical error classifications, Joint Commission International safety goals, human factors, teamwork and communication in safety, error analysis methodologies, and prevention strategies. Through this program, I will also gain actionable frameworks for fostering a culture of safety, implementing quality monitoring systems, and engaging staff in patient safety programs. Some of the key skills and knowledge I will gain include:

- Patient Safety Frameworks & Compliance Standards
- Medical Error Classification & Disclosure Protocols
- Root Cause & Common Cause Analysis
- Failure Mode & Effects Analysis (FMEA)
- Human Factors & Communication in Safety
- Safety Culture Development & Leadership Strategies
- Continuous Improvement & Quality Monitoring

I believe these skills will be invaluable in strengthening our patient safety programs, improving compliance, reducing adverse events, and ensuring a culture of accountability and continuous improvement across our organization. After attending this program, I am confident that my enhanced expertise will contribute significantly to advancing our safety performance and organizational excellence.

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

Sincerely,
Your Name