

# Becoming a Fellow of the American College of Healthcare Executives

Advancement Information Session

# Agenda

- Why should I pursue the FACHE credential?
- How do I know if I am eligible to apply for advancement?
- What is the application process?
- What knowledge areas are covered on the BOG Exam?
- What should I expect during the BOG Exam?
- How do I prepare for the BOG Exam?
- What are the recertification requirements?

# Why become a Fellow of ACHE?

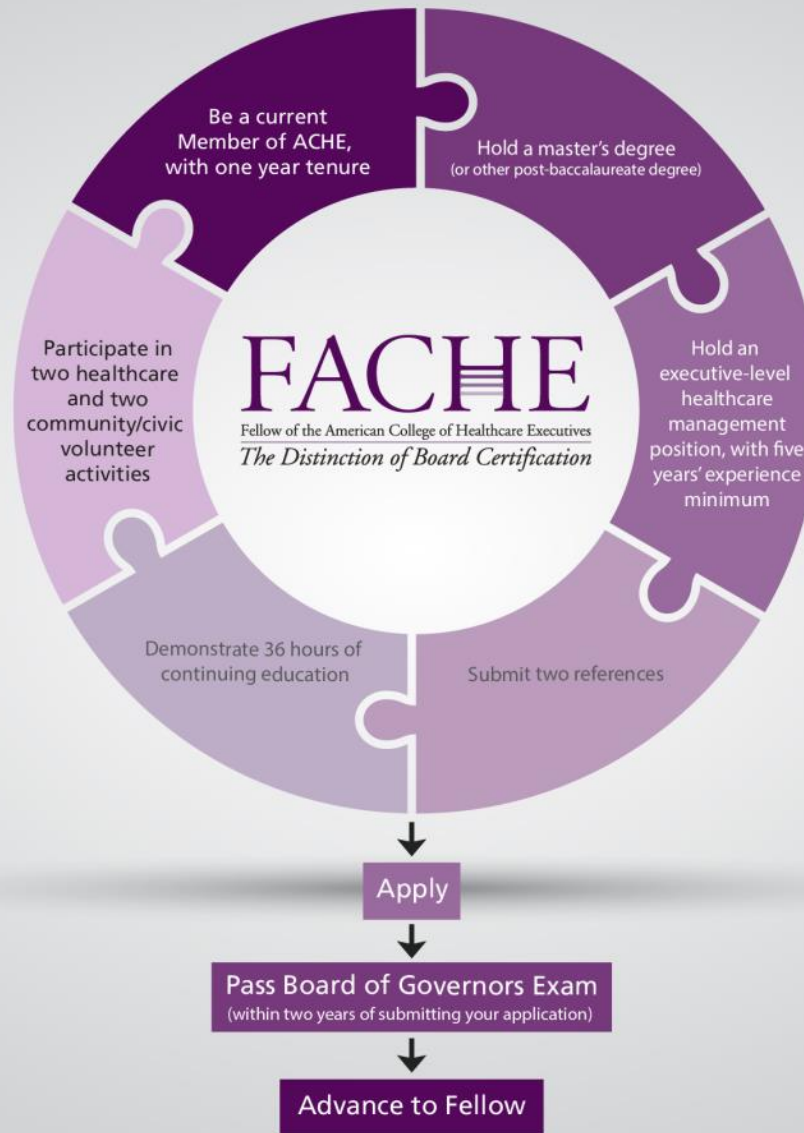
- Recognized leader among leaders in healthcare management
- Meet rigorous standards for leading health systems
- Demonstrate your competency in all areas of healthcare management
- Show your adaptability as a leader
- Committed to effective change and improvement throughout your career
- Be a leader who makes a positive impact on patient care and community health

# What value will I gain by being a Fellow?

- Demonstrate your healthcare leadership competencies
- Signify your lifelong commitment to change and improvement
- Strengthen your leadership value to your organization
- Enjoy a high level of interaction with other Fellows
- Be recognized for your achievement
- Achieve greater personal satisfaction in your career

# How do I know if I am eligible to apply?

## FELLOW ELIGIBILITY REQUIREMENTS



# How do I know if I am eligible to apply?

## Eligibility Requirements

### ACHE Membership

Be a current Member of ACHE with one (1) year of tenure

- Faculty and International Associate tenure counts toward the tenure requirement
  - Must convert to Member status before submitting an application
- Student Associate tenure **does not** count toward the tenure requirement

# How do I know if I am eligible to apply?

## Eligibility Requirements

### Education

Hold a Master's or other advanced degree

- Diploma or conferred transcript
- Examples: MHA, MPH, MBA, JD, MD, PharmD

# How do I know if I am eligible to apply?

## Eligibility Requirements

### Healthcare Management Experience

Hold an executive-level healthcare management position with five (5) years of healthcare management experience

- Employed by a healthcare organization or healthcare influencer
- Position must be at least a department director/department head level
- ACHE's Executive Healthcare Management Definition
  - <https://www.ache.org/fache/earn-my-fache/healthcare-management-experience-requirement>

#### **Examples of qualifying positions:**

C-suite executives, vice presidents, directors or department heads, other job titles with responsibilities reflecting departmental control

**Positions that do not qualify:** analyst, coordinator, program manager, specialist, **administrative fellowships, residencies, internships**

#### **Evidenced by:**

Job Description  
Organizational Chart  
Resume



# ACHE Executive Healthcare Management Experience (HME) Decision Matrix

NAME		ORGANIZATION						POSITION	
	<b>PLANNING</b> Setting direction and determining what needs to be accomplished. It means setting priorities and determining performance targets.	<b>ORGANIZING</b> The overall design of the organization or the specific division, unit, or service for which the individual is responsible. It means designating reporting relationships and intentional patterns of interaction. Determining positions, teamwork assignments, and distribution of authority and responsibility are components of this function.	<b>STAFFING</b> Acquiring and retaining human resources. It also refers to developing and maintaining the workforce through various strategies and tactics.	<b>CONTROLLING</b> Monitoring staff activities and performance, and taking the appropriate actions for corrective action to increase performance.	<b>DIRECTING</b> This function refers to initiating action in the organization through effective leadership and motivation of, and communication with, subordinates.	<b>DECISION MAKING</b> This function refers to making effective decisions based on consideration of benefits and the drawbacks of alternatives.	<b>FINANCIAL MANAGEMENT</b> The efficient and effective management of money (funds) in such a manner as to accomplish the objectives of the organization.	<b>TIME PERIOD</b>	<b>YEARS, MONTHS</b>
<b>POSITION</b>									
Director of Operations	✓	✓	✓	✓	✓	✓	06/15-12/17	2 yrs, 5 mos	
Practice Manager	✓	✓	✓		✓	✓	08/14-6/15	0 yrs, 9 mos	

TOTAL EXECUTIVE LEVEL HME (X YEARS, X MONTHS):

# Questions?

## Content check on requirements so far:

- Membership
- Education
- Healthcare Management Experience

# How do I know if I am eligible to apply?

## Eligibility Requirements

### References

Provide two (2) references:

- Structured interview with current Fellow
- Written reference from current Fellow or senior leader in your organization
  - References may be submitted online at <https://www.ache.org/fache/submit-a-reference>

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## Structured Interview Questions

As a reference, please ask the candidate the following questions in your interview. Then provide your comments regarding the candidate in the space below.

1. Describe your healthcare administration career path to present. What are your career goals?
  2. Why do you want to achieve Fellow status, and how do you plan to use your credential?
  3. How do you plan to promote your board certification in healthcare management?
  4. What role has mentoring played in the development of your career? Do you plan to mentor healthcare leaders in their careers? How?
  5. How has the ACHE *Code of Ethics* guided your behavior? Why is this code important?
  6. What does professionalism mean to you? Why do you think individuals join ACHE (list at least three reasons)?
  7. As communities become more diverse, so must the healthcare organizations that serve them. In what ways does your organization support a racially/ethnically diverse and equal work force?
  8. What can you do personally to foster diversity and equality?
  9. Describe ACHE's governance structure. Include the following:
    - **Council of Regents:** Who may serve as a Regent? How are they elected? What is the role of the Regent and the Council of Regents?
    - **Board of Governors:** Who may serve as a Governor? How are they elected? Describe the role of a Governor and the Board of Governors.
  10. Please describe your healthcare management experience.
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<https://www.ache.org/fache/earn-my-fache/references-requirement>

# How do I know if I am eligible to apply?

## Eligibility Requirements

### Continuing Education

Demonstrate 36 hours of healthcare management continuing education within the last three (3) years

- Minimum of 12 hours must be ACHE Face-to-Face Education
- Remaining hours can be additional ACHE Face-to-Face education or Qualified Education from ACHE or other organizations

# How can I earn my continuing education hours?

## Virtual ACHE Face-to-Face Events

- 3, 6, or 9 ACHE Face-to-Face Education Hours
- Available through September 2021
- Real-time live group discussions
- Course readings

## ACHE Qualified Education Events

- On-Demand Webinar Recordings
- Online Seminars
- Live Webinars
- Digital Self-Study Courses

### Don't forget:

- Utilize your local Chapter
- Other professional healthcare societies and organizations

# How do I know if I am eligible to apply?

## Eligibility Requirements

### Volunteer Activities

- two (2) healthcare-related activities within the last three (3) years
- two (2) community/civic activities within the last three (3) years

# How do I know if I am eligible to apply?

## Eligibility Requirements

### Assessment

Pass the Board of Governors Examination in Healthcare Management



# MyFACHE Progress Tool

## My FACHE Progress

Membership	1 Year					
Advanced Degree	Advanced Degree Earned					DOCUMENTS REQUIRED
Current Position	Executive Level Healthcare Management Position					DOCUMENTS REQUIRED
5 Years of Healthcare Management Experience	1 Year	2 Years	3 Years	4 Years	5 Years	DOCUMENTS REQUIRED
2 References	Reference #1		Reference #2			+ ADD
36 Hours of Continuing Education	6.00 ACHE Face-to-Face education (12 minimum) and 4.25 Qualified Education (0 minimum)					+ ADD
4 Volunteer Activities	Healthcare Related	Healthcare Related	Community/Civic	Community/Civic		+ ADD

The graph shown makes assumptions about your progress toward meeting each requirement based on information provided by you (the candidate) or collected by ACHE. Validation that a candidate has met each requirement is subject to review after submitting an application to advance to Fellow.

# Questions?

## Content check on requirements:

- Membership
- Education
- Healthcare Management Experience
- References
- Continuing Education
- Volunteer Activities

# How can I start the application process?

The screenshot shows the American College of Healthcare Executives (ACHE) website. The top navigation bar includes 'Join ACHE', 'Contact Us', and 'Member'. The main navigation menu has 'ABOUT ACHE', 'FACHE', 'LEARNING CENTER', and 'CAREER'. The breadcrumb trail reads 'ACHE / FACHE / Start/Continue My Application'. On the left, a blue sidebar contains 'CONTENTS', 'FACHE', '> EARN MY FACHE', 'START/CONTINUE MY APPLICATION' (highlighted in yellow), 'TRACK MY PROGRESS', and 'PREPARE FOR MY EXAM'. The main content area features a large grey box with the text 'Start/Continue My Application' and a paragraph: 'All Fellow applications on file with the ACHE as of 12/31, 2020. For more information, please contact the FACHE office at 1-800-541-4273 or fache@ache.org.'

## Helpful Links

- My ACHE
- Edit My Contact Information
- Member Directory Opt Out
- Change My Password
- My Membership
- My Degrees
- My Work History
- My Healthcare/Community Activities
- My Volunteer Service
- My Chapter
- My Communication Preferences
- My Donations
- My Invoices
- My Events
- My Downloads
- My Discount Programs
- My Education Credit
- Leadership Mentoring Network
- Career Advising Network
- Request an Exam Copy
- Apply for FACHE

<https://www.ache.org/fache/start-or-continue-my-application>

# What is the application process?

**Step 1:** Meet the eligibility requirements

**Step 2:** Submit your completed application and \$250 application fee to  
ACHE

**Step 3:** ACHE confirms completion of eligibility requirements and  
authorizes candidate to sit for the BOG Exam.

*(Application is valid for 2 years from the date of submission)*

# Register for and Schedule the Exam

**Step 4:** Register for your Exam with ACHE and pay the \$225 Exam fee

**Step 5:** Schedule your Exam appointment with Pearson VUE

The image shows two overlapping screenshots. The left screenshot is from the ACHE website, titled "ACHE Fellow Application Status". It displays the following information: "Status: Exam Authorized", "Register for The Board of Governors Exam" (highlighted in yellow), "Enrollment Date: 08/07/2019", and "Expiration Date: 08/08/2021". The right screenshot is from the Pearson VUE website. It features the Pearson VUE logo at the top left and navigation links for "For test takers", "For test centers", "Become a test center", and "About Pearson VUE". Below the navigation is a large banner with a circular image of a man looking at a tablet. The banner text reads: "Schedule or Re-schedule an exam. Locate a test center." and "Get started >".

# BOG Exam Fee Waiver Campaign

**Apply between March 1 and June 30 and save \$225**

- Meet the eligibility requirements
- Complete advancement application and \$250 fee
- Approved by ACHE
- \$225 BOG Exam fee is waived
- Waiver is automatically applied to your account

# Questions?

## Content check:

- Application Process
- Registering for the Exam
- Exam Delivery at Pearson VUE testing centers

# What happens after I take the Exam?

Pass Rate  
= 74%

Pass Score  
= ~65%

## PASS

By December 31<sup>st</sup> to participate in the Convocation Ceremony

**Sunday, March 27, 2022**

## FAIL

Try again!

*60 day waiting period between attempts*



# How Can I Prepare for the Board of Governors Exam?

# How is the Exam Designed?

- 230 multiple-choice questions
  - 200 scored questions
  - 30 “pilot” questions
- Cover the 10 knowledge areas/domains
- 6 hours to complete

# How Should I Prepare for the Exam?

*(Exam Content Outline effective August 1, 2018)*

Knowledge Areas	# of Questions	% Total
Healthcare	28	14%
Management & Leadership	26	13%
Finance	24	12%
Human Resources	22	11%
Quality & Performance Management	20	10%
Business	18	9%
Healthcare Technology & Information Management	18	9%
Laws & Regulations	16	8%
Professionalism & Ethics	16	8%
Governance & Organizational Structure	12	6%
<b>Total</b>	<b>200</b>	<b>100%</b>

# How Should I Prepare for the Exam?

## Examination Preparation

- Assess your current knowledge and skill level
- Allow three (3) to six (6) months
- Determine your most effective study style
- Review the 10 key knowledge areas
- Questions are job-related and experience-based

# What Study Resources are Available?

Virtual Board of Governors Exam  
Review Course  
June 01 – July 08, 2021

BOARD OF GOVERNORS  
**Examination Review Course**

Required Virtual Live Sessions: June 8, 10, 15, 17, 22, 24, 29; July 01 & 06

12 ACHE Face-to-Face Education hours

**Registration Fee:** \$950 Member / \$1,050 Non-Member

# What Study Resources are Available?

On-Demand Board of Governors  
Exam Online Tutorial

BOARD OF GOVERNORS  
**Examination Review Course**

One year to access the course and complete requirements

- PowerPoint slides
- Audio Lectures
- Reading Materials

10 ACHE Qualified Education hours

**Registration Fee:** \$550 Member / \$650 Non-Member

# What Study Resources are Available?

## Exam Study Set

\$295 for the 4-book set



1. [The Well-Managed Healthcare Organization, 9<sup>th</sup> Edition](#)  
(White & Griffith, 2019)
2. [Introduction to the Financial Management of Healthcare Organizations, 7<sup>th</sup> Edition](#)  
(Nowicki, 2017)
3. [Human Resources in Healthcare: Managing for Success, 4<sup>th</sup> Edition](#)  
(Fried & Fottler, 2015)
4. [Information Systems for Healthcare Management, 9<sup>th</sup> Edition](#)  
(Glandon, Smaltz, & Slovensky, 2021)

# What Study Resources are Available?

Exam Flashcards with digital access

\$140 for set



- Digital version powered by Quizlet
- Convenient
- 415 cards / portable / color coded
- Cross-reference additional resources



# What Study Resources are Available?

## Exam Study Bundle

\$395



- 4-book Study Set
- Flashcards

# What Study Resources are Available?

- Chapter Study Programs
- Networking
- Educational Programs
- Volunteer Opportunities



# What Study Resources are Available from ACHE of South Florida?

## Board of Governors Exam Prep - Full Course

\$300.00

Download the Full Board of Governors Exam Prep Virtual Course for a discounted rate over purchasing each individual session. Save money, save time and ensure you are fully prepared to take the BOG Exam with this series of 10 videos covering each section of the exam, PLUS receive an additional recording of an exam overview session with tips and tricks to taking the exam successfully as part of this package deal.

Add To Cart

[achecf.squarespace.com/bog-full/p/board-of-governors-exam-prep-full-course](https://achecf.squarespace.com/bog-full/p/board-of-governors-exam-prep-full-course)

For those who advance in 2021 and are eligible to participate in Convocation , ACHE of South Florida will contribute \$225 towards the cost of attending Congress in March 2022.

# What Are the Recertification Requirements?

Certification is valid for three (3) years

## Option 1:

- Complete 36 hours of continuing education within three (3) years,  
12 of which must be ACHE Face-to-Face hours
- Participate in two healthcare activities and two community/civic activities within three (3) years
- \$200 Recertification Fee

# What Are the Recertification Requirements?

## Option 2:

- Retake and pass the Board of Governors Exam (\$350)
- Participate in two healthcare activities and two community/civic activities within three (3) years
- \$200 recertification fee

Start Now  
to Become a  
Fellow of the American  
College of Healthcare  
Executives

# Questions?

## ACHE's Customer Service Center is available:

- eMail: [contact@ache.org](mailto:contact@ache.org)
- Phone: (312) 424-9400

Monday – Friday

8:00 a.m. – 5:00 p.m. CDT

# QUESTIONS ????