

Steps for Advancing to Fellow

Earning the distinction of board certification in healthcare management as a Fellow of the American College of Healthcare Executives (FACHE[®]) signifies your expertise, experience and commitment to continuing education and professional development. Just as members of the medical staff are board certified, having the FACHE[®] credential by your name indicates a level of achievement in the profession.

Step 1: Complete a Fellow application

In order to submit a Fellow application, the following requirements must be met:

- Master's or other postbaccalaureate degree
- Be in a healthcare management position and have at least two years of healthcare management experience

The Application

In addition to the application, you will be required to submit:

- A copy of your graduate degree or final transcript
- Current job description, organizational chart and resume
- Names of three Fellow references
- \$250 application fee

References

Three references are required from current ACHE Fellows. One of the references must be a structured interview. A structured interview is a face-to-face meeting or telephone call between the Fellow candidate and the reference. During the interview, the reference should ask questions about your competence, judgment, ethics and professionalism. The questions are available to both the Fellow candidate and reference as part of the Structured Interview Reference Form found in the Fellow application materials.

Management Experience

A healthcare management position is one in which the person is employed by a healthcare organization or by an organization whose purpose is to influence the growth, development or operations of a healthcare organization. To be eligible for advancement, a candidate's position must include planning, organizing, staffing, leading and controlling functions at the organizational or department level. Eligible positions include but are not limited to C-suite executives (CEOs, COOs, CMOs, CNOs, CIOs, etc.) associate and assistant administrative officers and directors, as well as specialty management positions of comparable executive authority.

Note: Postgraduate residency/fellowship experience does not count toward the healthcare management experience requirement for advancement to Fellow.

Step 2: Pass the Board of Governors Examination in Healthcare Management

- The BOG Exam is a 230-question, multiple-choice Examination (only 200 are actually scored)
- The Exam tests 10 core knowledge areas

Step 3: Complete all other requirements

- Three years' tenure as an ACHE Member
- Five years' healthcare management experience within the past five years
- 40 hours of Healthcare Management Continuing Education credit
- Participation in two healthcare and two community/civic activities.

Healthcare Management Continuing Education

Earn 40 credits of healthcare management continuing education—at least 12 of which are ACHE Face-to-Face Education credits—during the five years before you become a Fellow. The remaining 28 credits can be ACHE Qualified Education credits.

Participation in healthcare and community/civic activities

As part of completing all the requirements to become a Fellow, you will be asked to use my.ache.org to list the following activities during the three-year period before becoming a Fellow.

- Participation in at least two activities related to healthcare in addition to your job duties. Examples of healthcare activities may include state hospital association meetings, voluntary health agency involvement, ACHE volunteer activities (chapter meetings, Advancement Information Sessions) or other healthcare-related commitments. These activities can be one-time events or short-term commitments.
- Participation in at least two community or civic activities. Examples of these activities may include participation in charitable organizations, religious organizations, school boards, community boards or other related activities. These activities can be one-time events or short-term commitments.