

Becoming a Fellow of the American College of Healthcare Executives

Advancement Information Session

Julianna Kazragys, FACHE, CAE

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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 should I be a Fellow of ACHE?

- Is the FACHE credential worth the time and effort it takes to earn it?

Why should I be a Fellow of ACHE?

- With the FACHE credential, you become a recognized leader among leaders in healthcare management.

Why should I be a Fellow of ACHE?

Stand Out Among Your Peers

- Meet rigorous standards for leading health systems
- Demonstrate your competency in all areas of healthcare leadership

Why should I be a Fellow of ACHE?

Stand Out Within Your Healthcare Organization

- Show your adaptability as a leader
- Committed to effective change and improvement throughout your career

Why should I be a Fellow of ACHE?

Stand Out Within Your Community

- Be a leader who makes a positive impact on patient care and community health

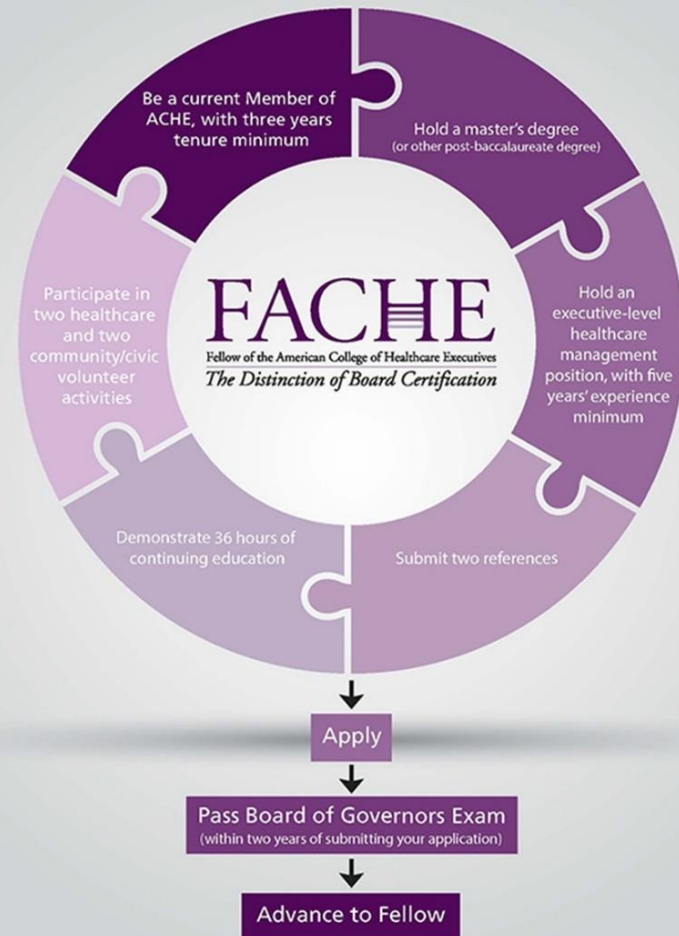
What value will I gain by being a Fellow?

Value of Earning the FACHE

- Demonstrate your healthcare leadership competencies
- Signal 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

Membership

- Be a current Member of ACHE with a minimum of three (3) years tenure (*not including Student or Associate membership status*)

How do I know if I am eligible to apply?

Eligibility Requirements

Education

- Hold a Master's or other post-baccalaureate degree

How do I know if I am eligible to apply?

Eligibility Requirements

Experience

- Hold an executive-level healthcare management position for a minimum of five (5) years
 - Employed by a healthcare organization or healthcare influencer
 - Position must be at least a department director/department head level

Examples of qualifying positions:
C-suite executives, vice presidents and 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

ACHE Executive Healthcare Management Experience (HME) Decision Matrix

FACHE®

It's How You Know
HEALTHCARE LEADERSHIP

NAME	ORGANIZATION							POSITION	
	PLANNING Setting direction and determining what needs to be accomplished. It means setting priorities and determining performance targets.	ORGANIZING 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.	STAFFING Acquiring and retaining human resources. It also refers to developing and maintaining the workforce through various strategies and tactics.	CONTROLLING Monitoring staff activities and performance, and taking the appropriate actions for corrective action to increase performance.	DIRECTING This function refers to initiating action in the organization through effective leadership and motivation of, and communication with, subordinates.	DECISION MAKING This function refers to making effective decisions based on consideration of benefits and the drawbacks of alternatives.	FINANCIAL MANAGEMENT The efficient and effective management of money (funds) in such a manner as to accomplish the objectives of the organization.	TIME PERIOD	YEARS, MONTHS
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):

FACHE
Fellow of the American College of Healthcare Executives
The Distinction of Board Certification



American College of
Healthcare Executives
for leaders who care®

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/steps-to-earn-fache/submit-a-reference>

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
 - 12 hours must be ACHE Face-to-Face Education
 - 24 hours can be additional ACHE Face-to-Face education or Qualified Education from other 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


How can I start the application process?


 Profile Details (Visible Online: Yes) [EDIT PRIMARY INFO](#)

Name: Julianna Kazragys, FACHE
Title: Credentialing Manager
Company: American College of Healthcare Executives

 300 S Riverside Plaza - Ste 1900
Chicago, IL 60606-6698

 [Add/Edit Bio](#)

 MY DEMOGRAPHIC QUESTIONNAIRE

 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](#)

How can I start the application process?

Apply Online: Preferred and Convenient

We recommend using our online application portal.* Prepare your application materials in advance to help streamline the online process:

- Identify and gather the required information using this [application form](#) (PDF).
- Begin the process of choosing your references.
- When you're ready, log in to access the [online application form](#).
- Online applicants may use a credit card to pay the \$250 application fee.

<https://www.ache.org/fache/steps-to-earn-fache/apply-for-fache>

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 two years from this point)*

Step 4: Prepare for your Exam

Step 5: Register for your Exam with ACHE and pay the \$200 Exam fee

Step 6: Schedule your Exam appointment with Pearson VUE

BOG Exam Fee Waiver Campaign

Apply between March 1st and June 30th
and save \$200

- Meet the eligibility requirements
- Complete application and \$250 fee
- Approved by ACHE
- \$200 BOG Exam fee is waived
- Valid for six (6) months from receipt of waiver

How can I prepare for the BOG Exam?

How can I prepare for the BOG Exam?

(BOG 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%
Total	200	100%

How can I prepare for the BOG Exam?

<i>200 Questions</i>		<i>Effective August 1, 2018</i>
KNOWLEDGE AREA	PERCENTAGE	NO. OF QUESTIONS
Healthcare	14%	28

- 1 Knowledge of healthcare and medical terminology
- 2 Knowledge of healthcare trends
- 3 Knowledge of the levels of healthcare along the continuum of care (e.g., extended care, acute hospital care, ambulatory care, home care)
- 4 Knowledge of levels of service from a business perspective (e.g., home health, inpatient, outpatient)
- 5 Knowledge of the types of healthcare providers (e.g., non-profit, for-profit, federal, public health)
- 6 Knowledge of ancillary services (e.g., lab, radiology, therapies)
- 7 Knowledge of support services (e.g., environment of care, plant operations, materials management, supply chain management, hospitality services)
- 8 Knowledge of the interdependency of integration within and competition among healthcare sectors

<https://www.ache.org/fache/the-board-of-governors-exam/board-of-governors-exam-outline>

What should I expect for the Exam?

- 230 multiple choice questions
- 10 knowledge areas
- 6 hours to complete

What should I expect 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 for me?

September 23 – 25, 2019
Atlanta, GA

April 27 – 29, 2020
Chicago, IL

BOARD OF GOVERNORS
Examination Review Course

19.25 ACHE Face-to-Face hours

Registration Fee: \$1,565 Member / \$1,865 Non-Member

*Eligible course participants may receive a \$200 BOG Exam Fee Waiver

What study resources are available for me?

Upcoming Sessions:

July 31–Oct. 29, 2019

Nov. 20, 2019–Mar. 10, 2020

ONLINE Tutorial

Prepare for ACHE's **Board of Governors
Examination** in Healthcare Management



Registration Fee: \$410 Course Only / \$495 Tutorial with Book

- 12-week self-study course
- Access to audio lectures, PowerPoint slides, reading materials and a group message board
- Opportunity to engage with other participants in online community
- 6 ACHE Qualified Education Credits

What study resources are available for me?

BOG Exam Study Set

\$295 for the 4-book set



1. [The Well-Managed Healthcare Organization, 9th Edition](#)
(White & Griffith, 2019)
2. [Introduction to the Financial Management of Healthcare Organizations, 7th Edition](#)
(Nowicki, 2017)
3. [Human Resources in Healthcare: Managing for Success, 4th Edition](#)
(Fried & Fottler, 2015)
4. [Information Systems for Healthcare Management, 8th Edition](#)
(Glandon, Smaltz, & Slovensky, 2013)

What study resources are available for me?

BOG Exam Flashcards

\$135 for set



- Reviewed by Subject Matter Experts
- Covers the 10 knowledge areas
- 415 cards / portable / color coded
- Cross-reference additional resources

What study resources are available for me?

BOG Exam Study Bundle

\$395



- 4-book Study Set
- Flashcards

What study resources are available for me?

Chapter BOG Study Program

ACHE Choice Program

- ACHE provides faculty study materials, student materials,
 - PowerPoint slides, practice questions, reference materials, and study tips
- 8 or 12 hour format
- Chapter secures venue and speakers
- Contact your Chapter Leaders or ACHE Regional Director for more information
- CHOICE Program

What study resources are available for me?

Links to Free Resources

We respect and appreciate the commitment and work it takes to pursue the FACHE designation. To help you on the journey, the following FREE resources are available to ACHE members.

Reference Manual

[LEARN MORE →](#)

Practice Exam*

[LEARN MORE →](#)

Practice Exam Answer Key

[LEARN MORE →](#)

Board of Governors FAQ's

[LEARN MORE →](#)

<https://www.ache.org/fache/the-board-of-governors-exam>

How do I register for and schedule my Exam?

Registration & Scheduling Process for Approved Applications



- Register for the BOG Exam with ACHE and pay your \$200 Exam fee
- Once authorized, schedule your Exam appointment with Pearson VUE
- Immediate scoring

How do I register for and schedule my Exam?

**2020 Congress on
Healthcare Leadership**

**March 23–26, 2020
Chicago
Hyatt Regency**

BOG Paper/Pencil Exam:

Tuesday, March 24, 2020

- Paper and pencil test
- No Charge to Exam
Authorized Candidates
- Results in 8 to 10 weeks

What happens after I take the Exam?

**1st Time
Pass Rate
= 63%**

**Pass Score
= ~65%**

PASS

By December 31st to attend the
Convocation Ceremony
(March 22, 2020) at ACHE Congress

FAIL

Try again!

*60 day waiting period between
attempts*

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
- Phone: [\(312\) 424-9400](tel:(312)424-9400)

Monday – Friday, 8:00 a.m. – 5:00 p.m. CDT