



## Application Guidelines: Certification Grant Information

These guidelines, prepared by the Healthcare Quality Foundation (HQF) Team, are offered to elaborate on the required documentation for the Certification Grant and provide insight as to what the review committee expects from applicants. Adherence to these guidelines does not assure an applicant of receiving a grant. Applicants may seek additional clarification from any member of the HQF Team.

### Purpose of the Grant

This grant provides financial assistance to an individual who has not yet obtained the Certified Professional in Healthcare Quality<sup>®</sup> (CPHQ). The total number of grant recipients will be determined by the HQF team.

### Eligibility

1. Open to all healthcare quality professionals.
2. Current (or newly elected) NAHQ Board of Directors, HQF Board of Directors, Healthcare Quality Foundation Team, Healthcare Quality Certification Commission (HQCC) and lifetime NAHQ members are excluded from applying for this grant.
3. The applicant must be working in the healthcare quality field.
4. The applicant should not yet be a Certified Professional in Healthcare Quality<sup>®</sup> (CPHQ) at the time of application submission.

### Application Guidelines

1. One complete typed copy of the grant application. **Hand-written applications are not accepted.**
2. **Letters of Recommendation:** Submit two (2) recommendations from a colleague or supervisor in support of the applicant's pursuit of CPHQ. Letters should refer to applicant's activities as related to Quality or leadership in Performance Improvement projects.
3. **Personal Essays:**
  - a. Essay should describe the applicant's primary job role and its relation to quality and performance improvement. Include any key work accomplishments within the past two (2) years. (250 word maximum)
  - b. Response in essay should describe reasons for seeking certification. Applicant should also describe perceived benefits for career advancement. (500 word maximum)

## Deadlines

1. Applications are accepted twice yearly at NAHQ's office in January and July and must be *received at the NAHQ office by January 31, 2017, or July 31, 2017.*
2. Applications may be submitted in **one of the following methods:**
  - a. email to [hqfgrants@nahq.org](mailto:hqfgrants@nahq.org) (subject line HQF Certification Grant)
  - b. faxed to 847.375.6490 (attn: HQF Certification Grant)
  - c. mailed to:  
  
**Healthcare Quality Foundation  
Attn: Certification Grant  
8735 W. Higgins Rd, Suite 300  
Chicago, IL 60631**
3. **Incomplete applications will not be considered.**
4. Completed applications will be reviewed by the Healthcare Quality Foundation (HQF) Team and scored based on the applicant's compliance with eligibility criteria as well as quality and comprehensiveness of response. The HQF Team has discretion to recommend recipients to the HQF Board.
5. If you have not obtained notification that your application has been received at the NAHQ office after 2 weeks from send date, please contact NAHQ at [info@nahq.org](mailto:info@nahq.org).

## Questions

For questions about the application process or the grant, please contact Juliana Fishleigh at 847.375.4892 or [jfishleigh@nahq.org](mailto:jfishleigh@nahq.org)

## Notification

All January applicants will be notified no later than March 2017 and all July applicants will be notified no later than September 2017.

## Recipients of this grant agree to:

1. Utilize grant funds to take the CPHQ exam within one (1) year of award date.
2. Submit a summary quote or statement to HQF about the benefits of receiving the grant within ninety (90) days of taking the exam. Send the statement to [jfishleigh@nahq.org](mailto:jfishleigh@nahq.org).
3. Grant permission to NAHQ and HQF to use their name in promotion of the HQF grant program in the NAHQ eNews, NAHQ website, at the annual conference, on Facebook and other social media.

## Application – 2017 Certification Grant

### Biographical Information

Name/Credentials:

Employer/Title:

Mailing Address:

Phone:

Email:

Number of Years in Healthcare Quality:

Professional Involvement (may include internal committees, professional memberships and/or leadership roles):

How did you hear about the grant:

#### **As a recipient of this grant, I agree to:**

1. Utilize grant funds to take the CPHQ exam within one (1) year of award date.
2. Submit a summary quote or statement to HQF about the benefits of receiving the grant within ninety (90) days of taking the exam. Send the statement to [jspear@nahq.org](mailto:jspear@nahq.org).
3. Grant permission to NAHQ and HQF to use their name in promotion of the HQF grant program in the NAHQ eNews, NAHQ website, at the annual conference, on Facebook and other social media.

Authorized Signature

Date

Please submit this application form in addition to the following required documentation as described above and in the Certification Grant Application Guidelines:

(please check boxes as indicated)

- Two (2) letters of recommendation- labeled Recommendation #1 and Recommendation #2
- Essay describing primary job responsibilities/work accomplishments- labeled Essay # 1
- Essay describing reasons for seeking certification/benefits for career advancement- labeled Essay # 2

(For NAHQ office use only):

Application reviewed for completeness prior to team review by:

- HQF Team leader(s)
- NAHQ Staff

# Letter of Recommendation #1

# Letter of Recommendation #2

# Essay # 1

Essay should describe the applicant's primary job role and its relation to quality and performance improvement. Include any key work accomplishments within the past two (2) years. (250 word maximum)

# Essay # 2

Response in essay should describe reasons for seeking certification. Applicant should also describe perceived benefits for career advancement. (500 word maximum)