

# Becoming a Fellow of the American College of Healthcare Executives

**Advancement Information Session**

Thursday, March 13, 2025

# Agenda

- Value & Benefits of FACHE
- Eligibility Requirements
- Application Process
- Board of Governors Exam
- Preparation Resources
- Maintaining Your FACHE



**Julianna Kazragys, FACHE, CAE, ICE-CCP**  
Credentialing Manager  
Executive Engagement

# The Value & Benefits of FACHE

Demonstrate	Signify	Strengthen	Enjoy	Be	Achieve
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

# Eligibility Requirements

## Membership

Current Member with 1 year of tenure as an *ACHE Member, Faculty Associate or International Associate*.

*Faculty & International Associate must convert to Member to apply*

*Student Associate membership does not count toward tenure.*

# Eligibility Requirements

## Education

Master's (or other post-baccalaureate degree).

*A copy of your diploma or final conferred transcript is required.*

*Examples:*

*MHA, MBA, MPA, MS*

*EdD, DHA, PhD, DNP*

*MD, PharmD*

# Eligibility Requirements

## Healthcare Management Experience (2-part)

Currently hold an executive-level healthcare management position

*AND*

Have five (5) years of healthcare management experience

*A copy of your job description, organizational chart, and resume is required.*

**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/project manager, specialist, administrative fellowships, residencies, internships

**Evidenced by:**

Current Job Description

Current Organizational Chart

Resume

# Eligibility Requirements

## CONTENTS

### FACHE

#### > EARN MY FACHE

START/CONTINUE MY APPLICATION

TRACK MY PROGRESS

PREPARE FOR MY EXAM

MAINTAIN/RECEIVED MY FACHE

PROMOTE MY FACHE

SUBMIT A REFERENCE FOR A CANDIDATE

## References:

Obtain 2 references.

- Structured Interview Reference from a current Fellow.
- Reference from another Fellow or senior leader in your organization

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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/submit-a-reference>

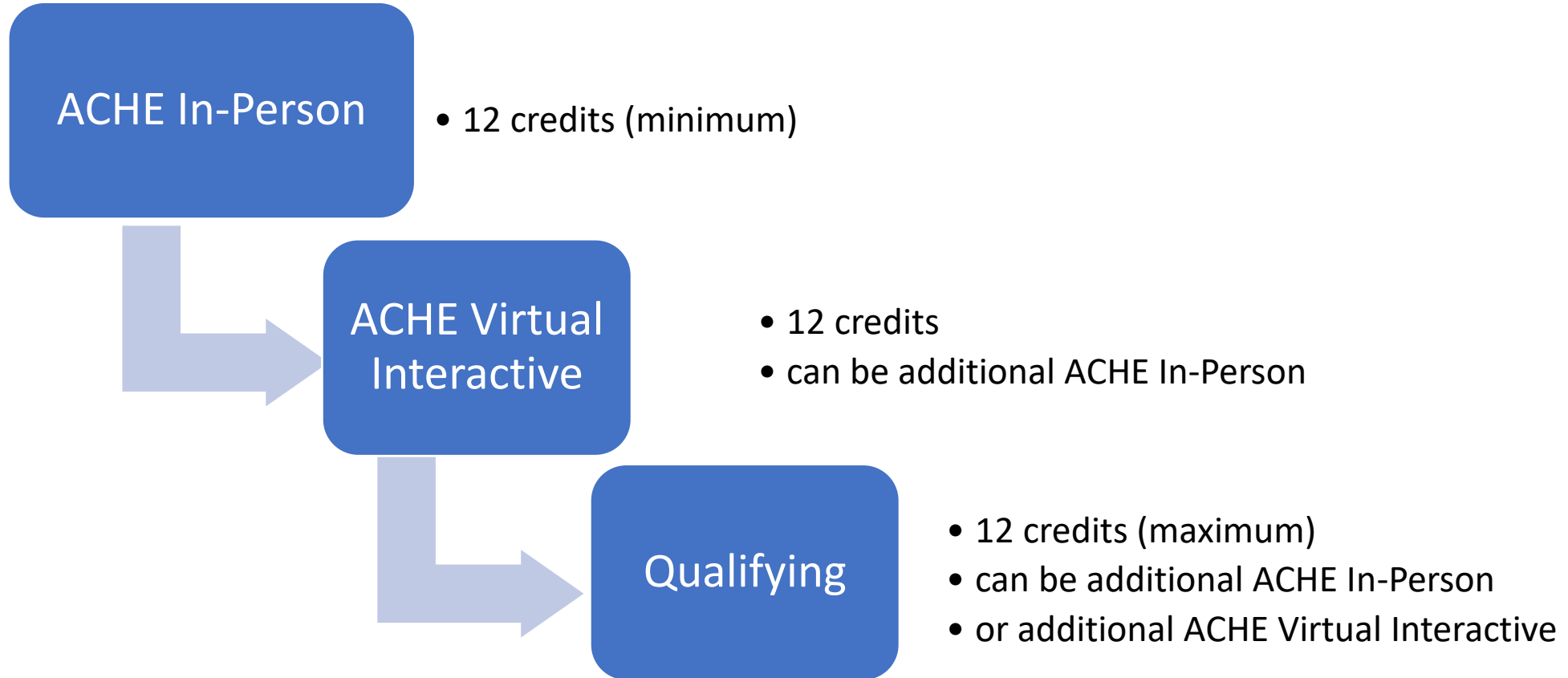
# Eligibility Requirements

## Continuing Education

36 continuing education credits related to healthcare management and administration within the 3 years prior to applying.

- A minimum of **12** *ACHE In-Person* credits
- **12** *ACHE Virtual Interactive* credits
- **Up to 12** may be *Qualifying* credits

# Continuing Education





# Upcoming ACHE In-Person Education

- **March 24-27** | Congress on Healthcare Leadership | Houston
- **June 8-November 4** | 2025 Executive Program
- **July 14-16** | Boston Cluster
- **August 11-13** | Chicago Cluster
- **November 3-5** | Nashville Cluster

# Upcoming ACHE Virtual Interactive Education

- **April 1-29** | Optimizing Engagement & Performance in a Healing Ecosystem: Creating a Climate of Workforce Thriving
- **April 11-May 9** | Next Level Change Management: Navigating the Next Phase of Healthcare Through Transformative Leadership
- **April 14-May 1** | Implicit Bias & Beyond: (Re)Learning to Connect & Lead for Humanity
- **April 29-May 22** | Service Line Planning: Developing a Consumer-Based Approach to Providing Quality Care
- **April 29-June 3** | Transitioning from the Front Lines to Executive Roles: Strategies for Success

# Upcoming Webinars (*Qualifying credits*)

- **March 20** | Strategic Collaborations: Improving Population Health & Advancing Value-Based Care 
- **April 3** | Mapping the Patient Journey for Better Outcomes & ROI 
- **April 9** | Journey to Improving Health Outcomes: Screening for Social Drivers of Health
- **April 24** | Forecasting Leadership Needs in Healthcare: Charting Your Career Path for Success
- **May 20** | Advancing Population Health: Securing the Right Contracts & Achieving Success

# Continuing Education Information



JOINTLY ACCREDITED PROVIDER™  
INTERPROFESSIONAL CONTINUING EDUCATION

## Joint Accreditation

- CME for medicine
- CE for dietitians, nurses, pharmacists, physician assistants, and social workers.
  - Interprofessional Continuing Education (IPCE)
  - Accreditation Council for Continuing Medical Education (ACCME)
  - Accreditation Council for Pharmacy Education (ACPE)
  - American Academy of PAs (AAPA)
  - American Nurses Credentialing Center (ANCC)
  - Association of Social Work Boards (ASWB)
  - Commission on Dietetic Registration (CDR)



## National Association of Long Term Care Administrator Boards (NAB) Credit

- Select Cluster and Congress sessions

# Eligibility Requirements

## Volunteer Activity

4 volunteer activities within the 3 years prior to applying for advancement.

- 2 community/civic activities
- 2 healthcare-related activities

# My FACHE 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 Credits of Continuing Education	9.00 ACE In-Person education (12 minimum), 0.00 ACE Virtual Interactive education (24 maximum) and 11.00 Qualifying Education (12 maximum)					+ ADD
4 Volunteer Activities	Healthcare Related	Healthcare Related	Community/Civic	Community/Civic		✓

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

# The Application Process

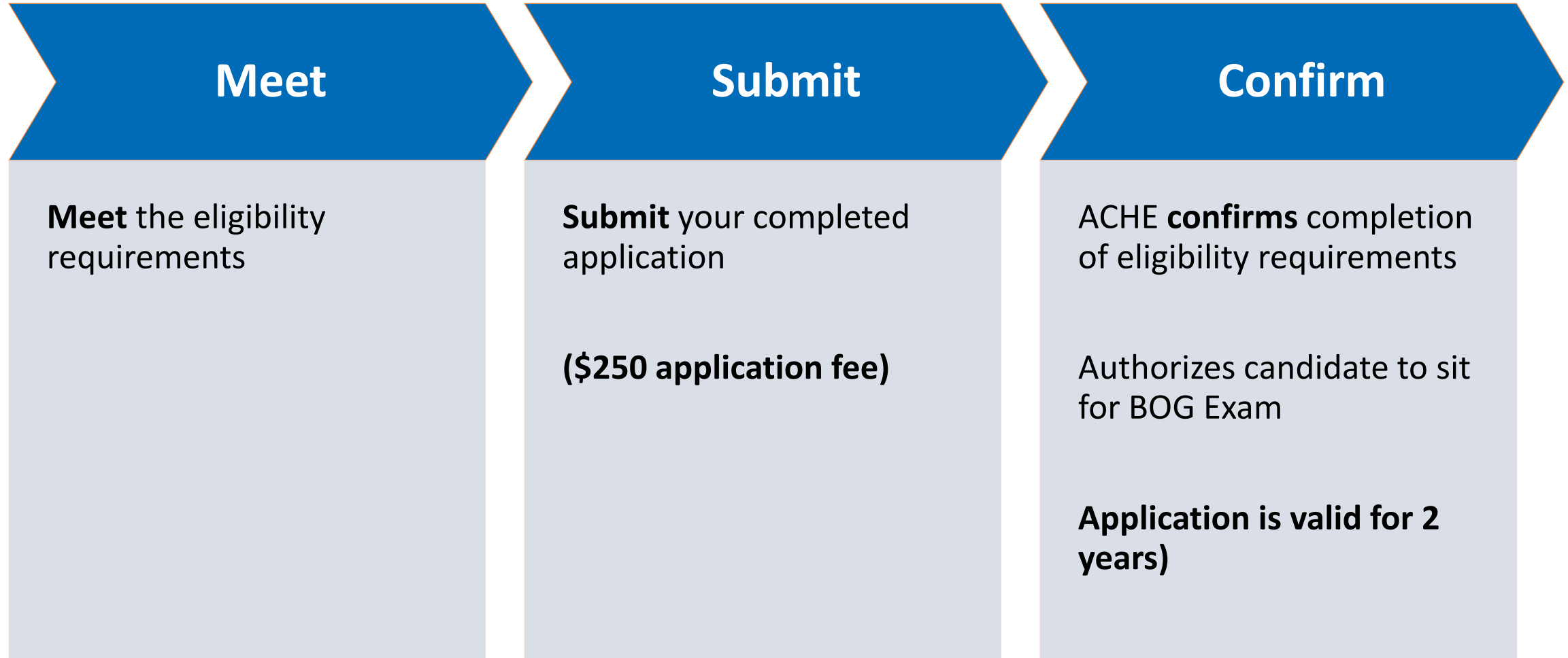
From your member portal



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 Giving
- My Invoices
- My Online Learning
- My Events
- My Downloads
- My Discount Programs
- My Committees
- My Education Credit
- Career Advising Network
- Leadership Mentoring Network
- Request an Exam Copy
- Apply for FACHE
- Faculty Portal
- My Instructor Resources
- My Automatic Payments
- My Saved Payment Info
- My Communities

# Application Process



# Scheduling Your Exam Appointment

## Register

**Register** for your Exam  
***(\$225 Exam fee)***

ACHE sends “authorization to test” to Pearson VUE

## Schedule

**Schedule** your appointment  
with Pearson VUE and take your  
Exam

**Seats fill quickly**, so don't delay.

# Understanding Test Accommodations

- Committed to access under the guidance of ADA
- Contact ACHE **before** you schedule your appointment
  - [contact@ache.org](mailto:contact@ache.org)
- Document your need – send ACHE an email telling us about your specific needs
- Individualized and considered on a case-by-case basis

# 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 on your 1<sup>st</sup> attempt**

# 2022 Job Analysis Study



## What is a Job Analysis Study?

- Conducted every 5 years
- Relevancy, Frequency, Importance of job-related tasks and skill sets
- Informs the *Board of Governors Exam Content Outline* (blueprint)

## Key Considerations

# The BOG Exam

230 multiple-choice questions

- 200 scored questions
- 30 “pilot” questions

Covers 10 knowledge areas / domains

6 hours to complete

# BOG Exam Content Outline

Knowledge Area / Domain	% Total	# of Questions
Healthcare	15%	30
Management & Leadership	13%	26
Finance	12%	24
Human Resources	12%	24
Laws & Regulations	9%	18
Quality & Performance Improvement	9%	18
Business	8%	16
Healthcare Technology & Information Management	8%	16
Professionalism & Ethics	8%	16
Governance & Organizational Structure	6%	12
<b>TOTAL</b>	<b>100%</b>	<b>200</b>

# Pass or Fail

**1<sup>st</sup> Time Pass Rate = 63%**

**Passing Score = ~65%**

**PASS**

By December 31, 2025, to participate  
in the 2026 Convocation Ceremony

**FAIL**

Try again!

*60 day waiting period between attempts*



American College of  
Healthcare Executives®

# Exam 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

# Preparation Resources



- **BOG Exam Content Outline**  
<https://www.ache.org/fache/the-board-of-governors-exam/board-of-governors-exam-outline>
- **ACHE Healthcare Executive Competencies Assessment Tool**  
<https://www.ache.org/-/media/ache/career-resource-center/cat-competencies-assessment-tool.pdf>
- **Develop a plan.**

# Virtual Board of Governors Exam Review Course

## Upcoming Sessions:

- March 31 – May 12

**14** ACHE Virtual Interactive Education credits

- Covers the 10 knowledge areas
- Test-taking strategies
- Sample test questions
- Understanding of BOG Exam content and structure

# Board of Governors Exam Study Set



1. The Well-Managed Healthcare Organization, 9<sup>th</sup> Edition (*White & Griffith, 2019*)
2. Introduction to the Financial Management of Healthcare Organizations, 8<sup>th</sup> Edition (*Nowicki, 2021*)
3. Human Resources in Healthcare: Managing for Success, 5<sup>th</sup> Edition (*Sampson & Fried, 2021*)
4. Information Technology for Healthcare Managers, 9<sup>th</sup> Edition (*Glandon, Smaltz, & Slovensky, 2021*)

# Board of Governors Exam Flashcards



- Physical & Digital access
- Convenient
- 415 cards / portable / color coded
- Cross-reference additional resources

# Study Bundle



Includes:

- 4-book Study Set
- Flashcards

Discounted pricing

# Other Resources



- Frontiers of Health Services Management
- Journal of Healthcare Management
- Healthcare Executive Magazine
- ACHE Bookstore
- ACHE Research
- ACHE Policy Statements

# Local Chapter Support

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



# Recertification Requirements

Certification is valid for three (3) years

## Option 1:

- Complete 36 continuing education credits since earning your FACHE
  - 12 ACHE In-Person Education credits (*minimum*)
  - 12 ACHE Virtual Interactive credits
  - 12 Qualifying Education credits (*maximum*)
- Participate in two healthcare activities and two community/civic activities since earning your FACHE
- \$200 Recertification Fee

# Recertification Requirements

Certification is valid for three (3) years

Option 2:

- Retake and pass the Board of Governors Exam (\$350)
- Participate in two healthcare activities and two community/civic activities since earning your FACHE
- \$200 recertification fee



Congratulations on taking this step on  
your journey to become a  
**Fellow of the American College of  
Healthcare Executives**

# Questions?

ACHE's Customer Service Center is available  
Monday–Friday, 8 a.m. – 5 p.m. (central)

Email: [contact@ache.org](mailto:contact@ache.org)

Phone: (312) 424-9400

Schedule a Concierge Appointment

<https://www.ache.org/fache>