Senior of The American Society for Health Care Engineering (SASHE)
Criteria and Documentation Requirements
Deadline to apply is April 1

Purpose

The designation of Senior is awarded for excellence and service to the Society and the health care engineering community. ASHE members with Senior status are individuals who are dedicated to advancing the field of health care engineering and facilities management through their volunteerism and contributions to the profession and the Society.

Eligibility

At the time of application candidates for Senior, must:

1. Be a current member in good standing with ASHE.
2. Have **five (5) years** of consecutive membership with ASHE (with no break in service) at the time of application.
3. Be actively employed at the time of application.
4. Meet all other requirements as outlined for Senior status at the time of application.

Recipients receive

- A commemorative plaque presented at the ASHE Annual Conference.
- One (1) year ASHE membership.
- Formal press release and recognition in ASHE communications and other promotional materials.

Review process

- Applications will be reviewed and evaluated by a select task force of ASHE members.
- An incomplete application will be deemed ineligible by the task force. Individuals whose application is deemed ineligible can resubmit the following year.
- Decisions made by the task force are final and subject to approval by the ASHE Executive Committee.

Notification of acceptance

Individuals approved for Senior status will be notified by email by May 1, 2024. Other applicants will be notified by email no later than May 15, 2024.

Deadline to apply

The online application and all other required documentation must be submitted by **April 1, 2024.**

Preparing supporting documentation

At the time of application, candidates for Senior will be required to provide supporting documentation that will be reviewed by the task force in order to determine your eligibility for Senior. The supporting documentation validates the answers and statements you provide on your application.

To ensure a thorough review of your application, be sure your supporting documentation is compiled and organized as indicated below, for easy reference and verification:

A. **Cover page** *(Name, title, company, phone, email)*

B. **Professional Background**
   You must provide documentation to support all of the following listed below:
   - ASHE membership
   - Academic/Professional
   - Continuing education
   - Professional resume

C. **Contribution to the Field**
   You must provide documentation to support **two (2) of the categories** listed below:
   - Leadership
   - Presenting
   - Publishing

D. **Professional photo/headshot** (color, high-resolution in JPG file format)

Once you have compiled your documentation, it should be scanned as **one (1)** PDF file. You will be required to submit the PDF file of your supporting documentation and the JPG file of your professional photo as part of the online application process.

Submitting an application

- Individuals interested in applying must do so online at https://www.ashe.org/designations.
  - Allow 30-45 minutes of uninterrupted time to complete the entire online application process
  - When instructed, upload PDF file (documentation) and JPG file (photo).
- Once submitted you will receive an e-mail notification to confirm receipt of application.
- All documentation becomes the property of ASHE and will not be returned.

Questions

Contact Erin Horng (ehorng@aha.org).

Disclaimer
ASHE reserves the right to modify the application process, eligibility requirements, criteria or any other rules associated with this designation program without prior notice.

Required criteria and documentation for Senior

This information is your guide to preparing a comprehensive application for Senior. Please review the grid below to ensure you have gathered the appropriate paperwork/information necessary to apply for Senior. You are responsible for the accuracy and completeness of your application. An incomplete application will be deemed ineligible for review.

Part I: PROFESSIONAL BACKGROUND		
Criteria	**Eligibility**	**Required documentation**
ASHE MEMBERSHIP Must have five (5) years or more of consecutive ASHE membership with no break in service.	Candidate must be a member of ASHE in good standing with **five (5)** years or more of **consecutive** membership (with no break in service) at the time of application.	Individual must obtain an official letter from ASHE that confirms years of consecutive membership.
ACADEMIC/PROFESSIONAL All certifications, designations and licenses must be current and valid at the time of application.	Candidate must document examples of **ANY two (2)** of the following: • Post-high school vocational/trade school diploma • Associates • Bachelors • Masters • Doctorate • Certified Health care Facility Manager (CHFM) • Certified Health care Constructor (CHC) • Other professional health care or engineering related certifications, designations or licenses.	**Documents can include any of the following:** • Copies of diplomas and degrees. • Copies of current/valid licenses, credentials, certifications, etc. • Letters of verification. • Any documentation that will support criteria.
CONTINUING EDUCATION **ASHE approved** CEU credits must have the official ASHE and/or AHA logo/seal.	Document **37 hours** of **ASHE approved** continuing education credits. **Education credits must be earned within five (5) years at the time of application**. **To request documentation of education obtained through ASHE, complete a Certificate Request Form.**	**Documents can include the following:** • Copies of continuing education certificates with the **ASHE and/or AHA logo**. • Official documentation verifying attendance and contact hours of the education program.
PROFESSIONAL RESUME Applicant must be actively employed at the time of application.	Candidate must have **five (5)** years or more of experience in a position with primary responsibility related to the profession of health care engineering, facility management, or as a health care architect or engineering consultant.	Include a copy of your resume or bio documenting your career history, work experience, and professional achievements.

CANDIDATE'S PHOTO	Include a high-resolution, color photo (head-shot) in **jpg file format**.	Photo must be sent at the time of application.

Part II: CONTRIBUTIONS TO THE FIELD
Individuals must fulfill the requirements and provide documentation for only **two (2)** categories
(Leadership, Presenting, or Publishing)

CATEGORY #1 - LEADERSHIP

Criteria	Eligibility	Required documentation

Candidate must demonstrate their contributions to the field by providing examples of leadership experience.
 	
Leadership experience can be with
• ASHE National
• ASHE affiliate chapter
• Another national/state health care and/or engineering related organization.
 	
Leadership experience must be completed within seven (7) years at the time of application.
	Provide **two (2) DIFFERENT EXAMPLES** of Leadership experience completed within **seven (7) years** at the time of application.
	
	ANY of the following will qualify as one (1) example of leadership experience:
	
	EXAMPLES OF LEADERSHIP
	• President *(Vice/Past/Elect)*
	• Treasurer
	• Secretary
	• Board member
	• Chair/Vice-Chair of a committee/task force
	• Recipient of ASHE Regional Leader Award
	• Completion of ASHE Leadership Institute program (4yrs)
	• Served as a volunteer on an ASHE national committee/task force
	   a) *Three (3) years of committee experience = 1 example of Leadership experience*
	      OR
	   b) *Six (6) years of committee experience = 2 examples of Leadership experience.*
		Official documentation from the professional organization verifying the leadership position held and year.

CATEGORY #2 - PRESENTING		
Criteria	**Eligibility**	**Required documentation**
Candidate must demonstrate expertise in presenting to an audience of their peers at either a local, state, national, or international program or conference. • Speaker • Instructor • Trainer • Moderator • Lecturer NOTE: Co-presenters must be involved in 50% of the presentation. **Presenting example must be conducted within seven (7) years at the time of application.**	Candidate must provide **two (2) DIFFERENT examples** of Presenting completed within **seven (7) years** at the time of application. **Both examples must meet <u>ALL</u> of the following criteria listed below:** 1. Both examples **must** be on a **<u>different</u>** topic and/or issue related to health care facility management and/or engineering. 2. Both examples **must** be <u>self-prepared original content</u>. 3. Both examples **must** be a minimum of 45 minutes or longer in length. 4. Both examples **must** indicate your level of participation and/or involvement. **Co-panelist or co-presenters must be involved in 50% of the presentation.** 5. Both examples **must** be made to others outside of your organization to an audience of your peers on local, state, national or international platform.	Documentation <u>must</u> include <u>ALL</u> of the following: • An outline/summary that describes your presentation. *(Do not submit entire PowerPoint presentation)* • Copy of program brochure or other proof to verify date, time, and location of presentation. • Describe your role in the presentation. • Describe the audience for your presentation.

CATEGORY #3 - PUBLISHING

Criteria	Eligibility	Required documentation

All examples of Publishing must be written by the applicant and must meet the following criteria:
 	
• Each example must be **800 words** or more written by the applicant on a health care or engineering related topic.
 	
• Published and/or approved for publication by ASHE or a national health care and/or engineering related publication.
 	
• All written works must list the applicant as the original author and/or contributor.
 	
Each example of Publishing must be published and/or approved for publication within seven (7) years at the time of application.
	Candidate must choose **one (1)** of the four (4) Publishing examples listed below, and meet **ALL** listed criteria:
	
	1. Written article and white paper
	  a) One (1) original article published by ASHE
	    AND
	  b) One (1) white paper/article approved for publication by ASHE.
	
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	2. Two (2) published articles in a national magazine and/or journal specific to the health care engineering/facility management field.
	At least one (1) article must be published by ASHE
	
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	3. Author or co-author of a Management Monograph written for ASHE.
	
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	4. Author or co-author of a published book specific to health care engineering/facility management written for ASHE OR for a national health care engineering and/or facility management organization.
		Documentation must meet the following guidelines:
		
		• Copy of the published article listing title, author, date of publication and name of publication.
		
		• Copy of your article/white paper and copy of acceptance letter for publication.
		
		• Copy of the cover and/or other pages listing title, author and date of publication.
		
		• Copy of the published book/chapter, listing title, author and the date of publication.

Checklist for submitting the application for Senior

☐ Verify five (5) years of consecutive membership and obtain official letter from ASHE. Send request via e-mail to ashe@aha.org

☐ Gather documentation which will be used to determine your eligibility for Senior status.

☐ Compile and organize documentation as outlined in the "Preparing supporting documentation" section of this document.

☐ Scan all documents and save as one (1) PDF file.

☐ Take professional photo (headshot) and save as JPG file.

☐ Go online to https://www.ashe.org/designations to complete your application by **April 1.**

☐ Schedule 30-45 minutes of uninterrupted time to complete the online application in its entirety. You will not be able to save your work and go back later to complete the application.

☐ Have your two electronic files available and ready to upload at the time of application. File #1 - (pdf-documentation) and File #2 - (jpp-photo).

☐ Be sure you have documentation to support the answers/statements provided on the application.

☐ When instructed upload the required documentation (supporting documentation and color photo).

☐ Got questions? Contact Erin Horng (ehorng@aha.org)