

Program Overview and Objectives

The American Society for Health Care Engineering (ASHE) is dedicated to supporting and promoting ASHE Chapters to advance shared goals, support individual members, and optimize the health care built environment. The ASHE Chapter Awards Program recognizes chapters that actively support ASHE's mission through local and state-level initiatives.

The objectives of the ASHE Chapter Awards Program are to:

1. Provide an organized structure at the local/state level for health care physical environment professionals.
2. Address common issues, such as advocacy, through collective efforts
3. Support health care physical environment professionals in adapting to evolving challenges.
4. Strengthen communication between ASHE and its members.
5. Advance knowledge in facilities management, engineering, and safety.
6. Promote ASHE's mission and membership.

Award Levels and Elite Status

There are four award levels, each with increasing requirements.



Elite Status

Elite status is a bonus distinction to recognize chapters that have sustainability initiatives. A chapter must achieve platinum, gold, silver, or bronze level in addition to meeting the Elite criteria to qualify. The Elite distinction is added to the chapter awards (e.g., Platinum Elite, Gold Elite, Silver Elite, or Bronze Elite).

Important Chapter Award Dates *(dates subject to change)*

	Date
Application portal launched	December 1
Applications due	March 1
Application review and award levels established	March 2 - April 30
Chapters notified of award results	May 15
Chapters receive awards and are recognized at the Chapter Leadership Forum (CLF) and the Health Care Facilities Innovation Conference (HFIC)	August 2-5

Application Process *(dates subject to change)*

- 1. All applications must be received on March 1, 2026, by 11:59 p.m. CT. No exceptions.**
2. Review the ASHE Chapter Awards Program Guide (this document) before beginning the application process.
3. Assemble and organize your supporting documentation electronically before you begin this application. Scan/save all documents for each category (e.g., communications, education, etc.) into a single .pdf or save as zip files. All documents and supporting materials submitted must be within the 2025 calendar year (January to December 2025).
4. Allow enough time to complete this online application. You will be able to save your answers and return later to complete the application, so consider working on the application one section at a time.
5. The application must be completed in its entirety and submitted along with all required supporting documentation via the portal. Emailed, faxed, or mailed documentation or applications will not be accepted.
6. Before submitting, double-check your submission for accuracy and completeness. Incomplete applications will be deemed ineligible. Only include the information and documentation required.
7. A "Wild Card" may be used to satisfy some of the requirements. Review the criteria below.
8. Maintain a copy of your application and all supporting documentation for your files. The portal will retain previous year's applications, but it is recommended to save a pdf file of your application in your chapter's files.

Level Requirements and Award Benefits

Each award level includes a different set of requirements. Platinum level has the most requirements, Gold the second highest, and so on. Similarly, each award level has different benefits.

Once the application closes, ASHE reviews all applications and supporting documentation. After their review, chapters will be awarded the appropriate award level and Elite designation if applicable. Missing criteria will cause chapters to be awarded a lower award level or not given an award level for that year.



Wild Card Requirement Option

If your chapter is unable to meet the requirements needed for an award level, your chapter can substitute one **Wild card** for the missing requirement.

To obtain a Wild card, a Chapter must host an [ASHE Hosted Program](#) during the reporting year (Jan 1 to December 31). *Note: This does not include having the ASHE President, Regional Representatives, or ASHE professional staff present at your chapter event.*

Overview of Level Requirements:

	Bronze	Silver	Gold	Platinum
Operating Budget	✓	✓	✓	✓
Annual Planning	✓	✓	✓	✓
Chapter Website w/ASHE URL	✓	✓	✓	✓
Chapter President and President-elect Active ASHE Members	✓	✓	✓	✓
Advocacy Liaison Quarterly Calls Attendance (must attend all 4 calls)	✓	✓	✓	✓
Education Hours (minimum CECs)	8	12	20	24
Chapter Member Communications	4	6	8	12
Chapter Leadership Forum / Chapter Management Webinar Attendance	1 chapter leader at CLF <u>OR</u> 1 CL at CMWs	2 CL at CLF <u>OR</u> 1 CL at CLF and 1 CL at CMWs	3 CL at CLF <u>OR</u> 2 CL at CLF and 1 CL at CMWs	3 CL at CLF <u>OR</u> 2 CL at CLF and 1 CL at CMWs
Emerging Regional Leader Award Nomination	--	✓	✓	✓

Overview of Award Benefits:

	Bronze	Silver	Gold	Platinum
Plaque	✓	✓	✓	✓
Digital Logo	✓	✓	✓	✓
One ASHE Professional Staff Presentation at chapter event	✓	✓	✓	✓
CHFM/CHC Exam Vouchers	1 CHFM	2 CHFM; OR 1 CHFM & 1 CHC	3 CHFM; OR 1 CHFM & 1 CHC	4 CHFM; OR 2 CHFM & 1 CHC; OR 2 CHC
HFIC Registration Fee Voucher	1	1	2	2
ASHE Membership Dues Voucher	1	2	3	4
ASHE Publication Voucher	--	--	1	2

Platinum Level Requirements

- **Chapter Education Programs:**
 - 24+ hours of educational programming. *Exhibits, social events, board meetings, lunch, etc. do not count towards total hours.*
 - Must provide supporting documentation for education hours provided. Accepted supporting documentation includes:
 - Brochures
 - Flyers
 - Agendas
 - Chapters participating in the ASHE Preferred Education Provider Program are exempt from providing documentation for any education that was approved for ASHE CECs.
- **Chapter Leadership Forum (CLF) and Chapter Management Webinar (CMW) Attendance:**
 - 3 Chapter Leaders (board or committee member) attend CLF; **OR**
 - 2 Chapter Leaders attend CLF, and 1 Chapter Leader attends both CMWs.
 - Does not need to be the same chapter leader at each CMW.
- **Emerging Regional Leader Award:** 2026 ASHE Emerging Regional Leader Award candidate submitted via [online application](#) **by April 1, 2025.**
- **Chapter Officers ASHE Membership:** The Chapter President and President-elect must hold active ASHE membership at the time of award submission.
- **Advocacy Liaison:** The Chapter's Advocacy Liaison must have attended all scheduled quarterly chapter leader/advocacy webinars in the reporting year.

- **Chapter Website and ASHE URL:** The Chapter must have an active website with a link to www.ashe.org.
- **Chapter Communications:**
 - 12+ chapter communications distributed to chapter members during the reporting year.
 - Must be specific to the local chapter, ASHE and/or industry/profession. Examples of communications include:
 - Newsletters
 - Information articles
 - Advocacy alerts
 - Chapter/Industry/ASHE announcements
- **Operating Budget:** The Chapter must maintain proper financial documentation and provide one of the following:
 - Copy of Annual Operating Budget
 - Copy of committee minutes showing the budget was approved by your Board/Executive Committee.
- **Annual Planning:** The Chapter must demonstrate annual planning activities and provide one of the following:
 - Copy of annual strategic plan
 - Copy of annual marketing/promotional plan
 - Copy of chapter goals/objectives, etc.

Platinum Level Benefits

- Commemorative plaque
- Digital Logo
- One of the following voucher packages (***note: recipients must be first-time test takers and current ASHE members***):
 - Four CHFM exam fee vouchers; **OR**
 - Two CHFM exam fee vouchers and one CHC exam fee voucher; **OR**
 - Two CHC exam fee vouchers
- One [ASHE Professional Staff presentation](#) at your conference.
- Two [Health Care Facilities Innovation Conference \(HFIC\)](#) registration fee vouchers
- Four ASHE membership dues vouchers (***note: must be awarded to non-ASHE members within the local chapter area.***)
- Two ASHE publication vouchers (used for a select list of titles)

Gold Level Requirements

- **Chapter Education Programs:**
 - 20+ hours of educational programming. *Exhibits, social events, board meetings, lunch, etc. do not count towards total hours.*
 - Must provide supporting documentation for education hours provided. Accepted supporting documentation includes:
 - Brochures
 - Flyers
 - Agendas
 - Chapters participating in the ASHE Preferred Education Provider Program are exempt from providing documentation for any education that was approved for ASHE CECs.

- **Chapter Leadership Forum (CLF) and Chapter Management Webinar (CMW)**
Attendance:
 - 3 Chapter Leaders (board or committee member) attend CLF; **OR**
 - 2 Chapter Leaders attend CLF, and 1 Chapter Leader attends both CMWs.
 - Does not need to be the same chapter leader at each CMW.
- **Emerging Regional Leader Award:** 2026 ASHE Emerging Regional Leader Award candidate submitted via [online application](#) **by April 1, 2025.**
- **Chapter Officers ASHE Membership:** The Chapter President and President-elect must hold active ASHE membership at the time of award submission.
- **Advocacy Liaison:** The Chapter's Advocacy Liaison must have attended all scheduled quarterly chapter leader/advocacy webinars in the reporting year.
- **Chapter Website and ASHE URL:** The Chapter must have an active website with a link to www.ashe.org.
- **Chapter Communications:**
 - 8+ chapter communications distributed to chapter members during the reporting year.
 - Must be specific to the local chapter, ASHE and/or industry/profession. Examples of communications include:
 - Newsletters
 - Information articles
 - Advocacy alerts
 - Chapter/Industry/ASHE announcements
- **Operating Budget:** The Chapter must maintain proper financial documentation and provide one of the following:
 - Copy of Annual Operating Budget
 - Copy of committee minutes showing the budget was approved by your Board/Executive Committee.
- **Annual Planning:** The Chapter must demonstrate annual planning activities and provide one of the following:
 - Copy of annual strategic plan
 - Copy of annual marketing/promotional plan
 - Copy of chapter goals/objectives, etc.

Gold Level Benefits

- Commemorative plaque
- Digital Logo
- One of the following voucher packages (***note: recipients must be first-time test takers and current ASHE members***):
 - Three CHFM exam fee vouchers; **OR**
 - One CHFM exam fee voucher and one CHC exam fee voucher
- One [ASHE Professional Staff presentation](#) at your conference.
- Two [Health Care Facilities Innovation Conference \(HFIC\)](#) registration fee vouchers
- Three ASHE membership dues vouchers (good for one year of member dues (***note: must be awarded to non-ASHE members within the local chapter area.***))
- One ASHE publication vouchers (used for a select list of titles)

Silver Level Requirements

- **Chapter Education Programs:**
 - 12+ hours of educational programming. *Exhibits, social events, board meetings, lunch, etc. do not count towards total hours.*
 - Must provide supporting documentation for education hours provided. Accepted supporting documentation includes:
 - Brochures
 - Flyers
 - Agendas
 - Chapters participating in the ASHE Preferred Education Provider Program are exempt from providing documentation for any education that was approved for ASHE CECs.
- **Chapter Leadership Forum (CLF) and Chapter Management Webinar (CMW) Attendance:**
 - 2 Chapter Leaders (board or committee member) attend CLF; **OR**
 - 1 Chapter Leader attends CLF, and 1 Chapter Leader attends both CMWs.
 - Does not need to be the same chapter leader at each CMW.
- **Emerging Regional Leader Award:** 2026 ASHE Emerging Regional Leader Award candidate submitted via [online application](#) **by April 1, 2025.**
- **Chapter Officers ASHE Membership:** The Chapter President and President-elect must hold active ASHE membership at the time of award submission.
- **Advocacy Liaison:** The Chapter's Advocacy Liaison must have attended all scheduled quarterly chapter leader/advocacy webinars in the reporting year.
- **Chapter Website and ASHE URL:** The Chapter must have an active website with a link to www.ashe.org.
- **Chapter Communications:**
 - 6+ chapter communications distributed to chapter members during the reporting year.
 - Must be specific to the local chapter, ASHE and/or industry/profession. Examples of communications include:
 - Newsletters
 - Information articles
 - Advocacy alerts
 - Chapter/Industry/ASHE announcements
- **Operating Budget:** The Chapter must maintain proper financial documentation and provide one of the following:
 - Copy of Annual Operating Budget
 - Copy of committee minutes showing the budget was approved by your Board/Executive Committee.
- **Annual Planning:** The Chapter must demonstrate annual planning activities and provide one of the following:
 - Copy of annual strategic plan
 - Copy of annual marketing/promotional plan
 - Copy of chapter goals/objectives, etc.

Silver Level Benefits

- Commemorative plaque
- Digital logo
- One of the following voucher packages (***note: recipients must be first-time test takers and current ASHE members***):
 - Three CHFM exam fee vouchers; **OR**
 - One CHFM exam fee voucher and one CHC exam fee voucher.
- One [professional ASHE Staff Faculty presentation](#) at your conference.
- One [Health Care Facilities Innovation Conference \(HFIC\)](#) registration fee vouchers
- Two ASHE membership dues vouchers (good for one year of member dues (***note: must be awarded to non-ASHE members within the local chapter area.***))

Bronze Level Requirements

- **Chapter Education Programs:**
 - 8+ hours of educational programming. *Exhibits, social events, board meetings, lunch, etc. do not count towards total hours.*
 - Must provide supporting documentation for education hours provided. Accepted supporting documentation includes:
 - Brochures
 - Flyers
 - Agendas
 - Chapters participating in the ASHE Preferred Education Provider Program are exempt from providing documentation for any education that was approved for ASHE CECs.
- **Chapter Leadership Forum (CLF) and Chapter Management Webinar (CMW)**
Attendance:
 - 1 Chapter Leader (board or committee member) attends CLF; **OR**
 - 1 Chapter Leader attends both CMWs.
 - Does not need to be the same chapter leader at each CMW.
- **Chapter Officers ASHE Membership:** The Chapter President and President-elect must hold active ASHE membership at the time of award submission.
- **Advocacy Liaison:** The Chapter's Advocacy Liaison must have attended all scheduled quarterly chapter leader/advocacy webinars in the reporting year.
- **Chapter Website and ASHE URL:** The Chapter must have an active website with a link to www.ashe.org.
- **Chapter Communications:**
 - 4+ chapter communications distributed to chapter members during the reporting year.
 - Must be specific to the local chapter, ASHE and/or industry/profession. Examples of communications include:
 - Newsletters
 - Information articles
 - Advocacy alerts
 - Chapter/Industry/ASHE announcements
- **Operating Budget:** The Chapter must maintain proper financial documentation and provide one of the following:

- Copy of Annual Operating Budget
- Copy of committee minutes showing the budget was approved by your Board/Executive Committee.
- **Annual Planning:** The Chapter must demonstrate annual planning activities and provide one of the following:
 - Copy of annual strategic plan
 - Copy of annual marketing/promotional plan
 - Copy of chapter goals/objectives, etc.

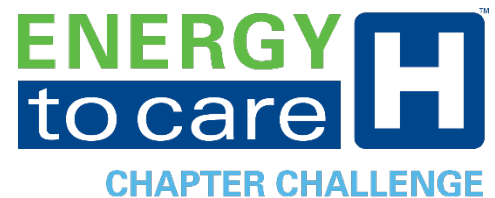
Bronze Level Benefits

- Commemorative plaque
- Digital Logo
- One CHFM exam fee voucher (***note: recipients must be first-time test takers and current ASHE members***)
- One [Health Care Facilities Innovation Conference \(HFIC\)](#) registration fee voucher
- One ASHE membership dues vouchers (good for one year of member dues (***note: must be awarded to non-ASHE members within the local chapter area.***))
- One [ASHE Professional Staff presentation](#) at your conference.

Elite Status Distinction Requirements

The Elite status distinction is a bonus chapter award based on special added criteria, which includes:

- Participation in the [Energy to Care Chapter Challenge](#) during the reporting year (e.g., For the 2026 Chapter Awards, Chapters needed to commit to participate in the 2026 Chapter Challenge by April 1, 2025).
- Appointment of a sustainability liaison
- Liaison attendance at quarterly Chapter/Liaison calls and reporting back to chapter members



Elite status is added to the chapter awards (Chapters can be Platinum, Gold, Silver, Bronze or Platinum Elite, Gold Elite, Silver Elite, Bronze Elite).

Chapter Awards Recognition and Promotion

ASHE is dedicated to supporting chapters to attain the highest award level possible. In addition, we aim to promote your accomplishments as much as possible. Your Chapter will be recognized in the following ways:

- The [ASHE Chapter webpage](#) and the [Chapter Award webpage](#) will be updated with the 2026 Chapter Award winners.
- Recognized in an ASHE Health Care Facilities Innovation Conference Press Release
- Notice included in the HFM Insider Newsletter
- Promotion in the HFM magazine
- Inclusion in an ASHE Advisory Board Newsletter
- Inclusion in an ASHE *Chapter Connections* Newsletter
- Mention during a Quarterly Chapter Call
- Promotion onsite at the Health Care Facilities Innovation Conference:

- Chapter Leadership Forum award distribution, photographs, slides and opening speech
 - Walk in slides in the general sessions
- An award logo (digital) for use on web pages, letterhead, or any chapter promotional materials.

Questions?

Contact Jenny Hull, lead specialist, ASHE governance and chapter relations at jhull@aha.org or 312-422-3831.