



# Application Form Certified Health Executive (CHE) Program

(Please print or type)

Mr.                       Mrs.                       Ms.                       Dr.                      Other (Specify) \_\_\_\_\_

*CHE applicants must be a CCHL member in good standing when applying to the CHE Program.  
Membership application will be processed prior to the CHE one when submitting both.*

CCHL Member ID: \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (Work) \_\_\_\_\_ Telephone (Home) \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

## General

Preferred language:  English                       French

Where did you learn about the CHE Program:

College Presentation/e-blasts     Colleague     Website     FORUM     Communiqué     Chapter

Event (Specify) \_\_\_\_\_

Other (Specify) \_\_\_\_\_

## Requirements

To be eligible to apply for the CHE program, you need to be an individual member of the College in good standing and must:

- **Hold a Master's degree** (copies of degrees required) with a minimum of two consecutive years' experience in Canadian health leadership within the last three years; or

- **hold a Baccalaureate degree** (copies of degrees required) with a minimum of five consecutive years' experience in Canadian health leadership within the last seven years and be able to demonstrate progressive and cumulative educational/professional advancement in health leadership through a prior learning assessment recognition (PLAR, additional fees apply) and CHE application.

**Important note:** Degrees (Master and Baccalaureate) must be from a recognized Canadian accredited University. Should you have a degree from a foreign University, you must provide proofs of equivalence by a Canadian accredited university. Please consult the Canadian Information Centre for International Credentials for further information at: <http://www.cicic.ca/indexe.stm>

**Application Refund Fees:** If your application is rejected, a refund will be issued, less \$156.51 (including HST) administration fee.

**Category and fees Information:** *Please note that partners and strategic alliances are subject to change without notice – for those applying to the CHE program, please check with the CHE team.*

CATEGORY	FEES	DEFINITION
Regular	\$970.95	Those not eligible under the other categories
College Partners - Employers	\$783.01	<input type="checkbox"/> Bruyère Continuing Care <input type="checkbox"/> CIUSSS MCQ <input type="checkbox"/> Island Health <input type="checkbox"/> Members of the Canadian Forces working in health care <input type="checkbox"/> Menno Place <input type="checkbox"/> North East Community Care Access Centre (NECCAC) <input type="checkbox"/> Providence Health Care, BC <input type="checkbox"/> WorkforceEdge
College Partner – Master’s Program	\$519.91	<b>Those <u>currently enrolled</u> in the following masters programs when applying for the CHE Program:</b> <input type="checkbox"/> Athabasca University – MBA for Health Leaders <input type="checkbox"/> Dalhousie University – MHA <input type="checkbox"/> Johnson-Shoyama Graduate School of Public Policy (JSGS) at the University of Regina/Saskatchewan – MHA <input type="checkbox"/> McGill University – IMHL Program <input type="checkbox"/> McMaster University – MHM <input type="checkbox"/> McMaster University, DeGroot School of Business – MBA with specialization in “Health Services Management” <input type="checkbox"/> Queen’s University - MBA program with Certificate in Health Management <input type="checkbox"/> Royal Roads University, School of Leadership Studies – MA in Leadership (Health Specialization) <input type="checkbox"/> UBC – MHA <input type="checkbox"/> UBC – Sauder School of Business – EMBA in Health Care <input type="checkbox"/> Université de Montréal – MASS <input type="checkbox"/> Université Laval – maîtrise en développement des organisations – gestion stratégique du développement <input type="checkbox"/> University of Alberta – Fellowship Program in Health System Improvement, School of Public Health <input type="checkbox"/> University of Alberta, School of Public Health – MPH <input type="checkbox"/> University of Ottawa, Telfer School of Management – MHA <input type="checkbox"/> University of Saskatchewan, School of Public Health – MPH <input type="checkbox"/> University of Toronto, Bloomberg Faculty of Nursing – Master of Nursing – Health Systems Leadership and Administration (MN- HSLA) <input type="checkbox"/> University of Toronto, Health Policy Management and Evaluation – MHSc <input type="checkbox"/> UWO - Schulich School of Medicine & Dentistry - MPH Program <input type="checkbox"/> York University, Schulich School of Business - MBA program with Specialization in Health Industry Management

<b>EXTRA</b>	<b>\$626.43</b>	<b>Those enrolled in The Executive Training for Research Application (EXTRA) program - CFHI</b>
<b>College Partners – Certificate Program</b>	<b>\$845.66</b>	<b>Those <u>currently enrolled</u> in the following certificate programs when applying for the CHE Program:</b> <input type="checkbox"/> Canadian Medical Association – PMI Institute <input type="checkbox"/> CNA-DWHLI (Canadian Nurses Association Dorothy Wylie Health Leaders Institute) <input type="checkbox"/> Fraser Health Leadership Development Program - Leading for Engagement <input type="checkbox"/> HealthCareCAN - LTCM Certificates <input type="checkbox"/> Red River College - Health Services Leadership & Management Certificate Program

Required documents for each category: *Please include all required documents under the category you apply for to avoid possible delay in the application assessment.*

Documents/Categories	Regular	EXTRA	Master's Program	Certificate Program	Canadian Forces
Completed application form with payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Curriculum vitae <u>with detailed position descriptions</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Copies of degrees granted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reference letters <b>signed</b> from your current/ previous supervisor	2 letters (one must be from a CHE)	2 letters (one must be from a CHE)	1 letter	2 letters (one must be from a CHE)	2 letters (one must be from a CHE)
Proof of enrolment with date of completion from the Master's program Director	N/A	N/A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A

### Reference(s)

① Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

② Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

**Important note:** Please include your reference letter(s), signed, with your CHE application

### Payment Information *(Please note that fees are subject to change without notice)*

- \$970.95 - Regular
- \$783.01 - College Partners - Employers
- \$519.91 - College Partners - Master's Program

Name of University and Program: .....

Date enrolled (MM/YYYY): ..... Expected year of completion (MM/YYYY): .....

\$626.43 - Extra/Force

\$845.66 - College Partners - Certificate Program

Name of Institution and Program: .....

Date enrolled (MM/YYYY): ..... Expected year of completion (MM/YYYY): .....

*Please note: payment will be processed on receipt of application. Upon assessment, should the application not meet the entrance criteria, fees will be refunded to the applicant minus \$156.51 administrative fee.*

### Method of Payment

Visa       Master Card       American express       Cheque enclosed (payable to CCHL)

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Number

Name on the Card (please print): .....

Expiry Date (MM/YYYY) : ..... - .....

Signature: .....

For submission of completed application form along with all required documents, please send to [CHE@cchl-ccls.ca](mailto:CHE@cchl-ccls.ca) with below in the email subject line:

**“CHE Program – Application Package – Your Full Name” e.g. “CHE Program – Application Package – Huei-Ling Tsuei”**

For more information, please contact:

**Sylvie Delencourt**

**Director, Certification, Leadership Development and Chapter Support**

T (613) 235-7218 ext. 233 [sdelencourt@cchl-ccls.ca](mailto:sdelencourt@cchl-ccls.ca)

**Huei-Ling Tsuei**

**CHE Program Coordinator**

T (613) 235-7218 ext. 239 [hlsuei@cchl-ccls.ca](mailto:hlsuei@cchl-ccls.ca)

**Canadian College of Health Leaders**

**c/o CHE Program**

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