

INDIVIDUAL CERTIFICATION PLAN INSTRUCTIONS

Follow instructions exactly. Individual Certification Plans (ICPs) that are submitted incomplete or in incorrect form will be returned without consideration.

The AHP Fellow Certification Program encourages professionals in the field of health care resource development and management to develop an Individual Certification Plan by granting credit for achievements in four categories: *education, experience, performance, and service.*

Applicants for the Fellow designation), must earn a minimum number of points in each category out of a maximum number of points allowed. They also must earn a minimum number of total points in all four categories combined in order for their ICP to be accepted by the AHP Fellow Certification Committee.

If their ICP is accepted, applicants for the Fellow designation will be notified that they are eligible to sit for the Fellow examination. To earn the FAHP designation, they also must pass the examination.

If the ICP submitted by recertification applicants is accepted, they will automatically be recommended for recertification. No examination will be required.

The number of points required in education, experience, performance, and service is summarized at the beginning of each section of the ICP. Each summary point chart shows the minimum and maximum points available in each category for Fellow. It is prudent to include all activities you believe may fit each category, in case your evaluation of an activity's worth varies from that of AHP. To help you track your points, it is recommended that you complete the ICP Worksheet and Report Card on Pages C-19 and C-21. (The Report Card should be submitted with the application.)

- ❑ **Read all instructions carefully and review the individual Certification Plan before beginning to complete the form.** If AHP is unable to review your application because it is unclear, it will be returned. Further, if AHP finds your ICP to be incomplete or inaccurate, it will be returned. Any delay for these reasons, may jeopardize the timely review necessary to sit for the Fellow examination on the date you choose. **If additional space is needed, attach extra sheets to your ICP.** At the top of each sheet, put your name and the number of the ICP item for which you are supplying additional information.
- ❑ **Provide complete and accurate information.** AHP will make its assessment based solely on the information you provide, so it's in your best interest to be thorough. Be factual and do not skimp on details. It is *not* necessary to document beyond the maximum number of points specified in each area.
- ❑ **Attach all documentation requested.** To validate your achievements in the performance category, you must submit certain supplemental documents as specified in the ICP. To ensure that each document is clearly identifiable, put your name and the number of the ICP item related to it at the top of each sheet. Your application will not be considered complete without these documents.
- ❑ **Submission of your ICP.** Prepare *one* original and *two* copies of your ICP and supporting documentation. Keep one copy for your personal files. Submit the original and second copy in a tabbed file folder with your name, address, and telephone number printed on the front cover. Please also type or print your name (last name, first name, middle initial) on the tab of the folder. Organize your materials according to the sections outlined in ICP, so that documentation for each section is submitted together.

Only one folder will be accepted per applicant, so eliminate unnecessary bulk. Folders will be retained at AHP until your ICP is accepted or three years pass, whichever comes first. ICPs that are not initially accepted may be supplemented with additional documentation during those three years, so that documents originally supplied need *not* be resubmitted. Applicants whose ICPs remain unacceptable at the end of three years must resubmit an entirely new ICP.

Note: If your address changes during the certification process, it is your responsibility to notify the AHP office.

Keep one copy of your ICP and supporting documents for your personal file and submit the original and second copy to:

AHP Certification Program 313
Park Ave, Suite 400 Falls
Church, VA 22046

Applicants who want immediate acknowledgement of delivery should send materials by certified mail, return receipt requested, or use a national courier service.

Note: Your ICP must be postmarked *two months* before the date of the examination you wish to take. For a list of examination dates and locations, see Page D-1 or contact AHP at (703) 532-6243. You will be notified of AHP's evaluation of your ICP 45 days before the examination date. If your ICP has been accepted, you will be asked to confirm your reservation for the Fellow

examination by remitting the appropriate examination fee. (Fees are inserted on Page D-1 of this booklet.) Examinations will be graded and scores reported within 30 days. If you sit for the exam during the Annual International Educational Conference, you will receive your official recognition at the following year's conference. If you sit for the exam during the AHP Institute for Healthcare Philanthropy, you will receive your official recognition of the international conference that immediately follows the institute.

ACCEPTABLE ICP FORMAT

You may complete and submit your ICP by entering your information on this form or reformatting if using word processing. If you re reformatting the ICP, you must include each numbered question and subpart for reference, along with your response. You need not enter the instructions of the scoring guides.

INDIVIDUAL CERTIFICATION PLAN

This form must be accompanied by a completed Application form (Section B of the AHP Fellow Certification Program Information and Application Booklet)

If you have any questions about documenting your ICP, please contact the Association for Healthcare Philanthropy at 313 Park Avenue, Suite 400, Falls Church, VA 22046; telephone (703) 532-6243; fax (703) 532-7170; [e-mail: ahp@ahp.org](mailto:ahp@ahp.org)

1) Name: _____ AHP Member Yes No

2) Title: _____

3) Institutional/Organization: _____

4) Office Address: _____

City: _____

State/Providence: _____

ZIP/Postal Code: _____

Telephone () Fax: ()

E-mail: _____

5) Home Address: _____

City: _____

State/Province: _____

ZIP/Postal Code: _____

Telephone: () Fax: ()

E-mail: _____

CATEGORY 1 – EDUCATION

Category 1 offers the opportunity to earn points for both higher and continuing education. Applicants for Fellow must earn a minimum number of points out of a maximum available, as shown in the chart below:

SUMMARY

EDUCATION CATEGORY POINT REQUIREMENT

Designation	Minimum Required	Maximum Allowable
Fellow Applicant	120	160

The number of points allowable for higher and continuing education varies with the designation sought (see below).

6) HIGHER EDUCATION: Include degrees earned or higher education institutions.

Check here if supplement sheets are attached for item 6. Be sure that material is labeled with your name and the number “6”, and is easily located in your ICP folder.

UNIT SCORE

Associate’s Degree	25
Bachelor’s Degree	50
Master’s Degree	25
Doctorate	50

MAXIMUM POINTS ALLOWABLE

Fellow Applicant	50
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AHP FELLOW CERTIFICATION PROGRAM

<u>Institutions</u>	<u>Dates</u>	<u>Degree Earned</u>

7) **CONTINUING EDUCATION:** Include educational programs offered by AHP, programs in health care resource development and management offered by other organizations, and general programs about raising and managing funds for various uses.

UNIT SCORE

AHP EDUCATIONAL PROGRAMS

■ Annual International Educational Conference	25
■ Annual Regional Conferences	15
■ Institutes of Philanthropy	30
■ Special Seminars, Workshops & Teleconferencing Programs	1 Point per Hour
■ AHP-affiliated Roundtables	1 Point per Session
■ Audiotapes/Self-study Guides	1 Point per Item

NON-AHP EDUCATIONAL PROGRAMS

Other Professional Health Care Resource Development & Management Programs	1 per Hour 3 per Half Day 6 per Day
Other Professional <u>Non-health Care</u> Resource Development & Management Programs	.5 per Hour 1.5 per Half-day 3 per Day
Certificate Programs	10 Points per 30 Hours
Non-degree Semester Hours	1 Point per Hour

MAXIMUM POINTS ALLOWABLE

Fellow Applicant

160

AHP FELLOW CERTIFICATION PROGRAM

A. ATTENDANCE AT/PARTICIPATION IN AHP EDUCATION PROGRAMS: List all international and regional conferences, Institutes for Philanthropy, special seminars and workshops. AHP-affiliated Roundtables, audioconferencing sessions, audiotapes, and self-study guides from the AHP Core Curriculum services. (See "Category 4 – Service" to report your experience as an educator, faculty member, or trainer.)

☐ Check here if supplemental sheets are attached for Item 7A. Be sure that material is labeled with your name and the number "7A" and is easily located in your ICP folder.

Title of Conference, Workshop, etc. _____

Dates: _____ Number of Days/Class Hours: _____

Title of Conference, Workshop, etc. _____

Dates: _____ Number of Days/Class Hours: _____

Title of Conference, Workshop, etc. _____

Dates: _____ Number of Days/Class Hours: _____

Title of Conference, Workshop, etc. _____

Dates: _____ Number of Days/Class Hours: _____

Title of Audiotape, Self-study Guide, etc. _____

Title of Audiotape, Self-study Guide, etc. _____

B. ATTENDANCE AT NON-AHP PROFESSIONAL HEALTH CARE RESOURCE DEVELOPMENT AND MANAGEMENT PROGRAMS: List courses sponsored by other national, state, and provincial health care associations (e.g. American Hospital Association, Canadian Hospital Association, American or Canadian College of Healthcare Executives, Healthcare Finance Management Association, etc.). (See "Category 4 – Service" to report your experience as an educator, faculty member, or trainer.)

Check here if supplemental sheets are attached for Item 7B. Be sure that material is labeled with your name and the number "7B," and is easily located in your ICP folder.

Sponsoring Organization: _____

Title of Program or Conference: _____

Dates: _____

Number of Days/Class Hours: _____

Sponsoring Organization: _____

Title of Program or Conference: _____

Dates: _____

Number of Days/Class Hours: _____

AHP FELLOW CERTIFICATION PROGRAM

Sponsoring Organization: _____

Title of Program or Conference: _____

Dates: _____

Number of Days/Class Hours: _____

Sponsoring Organization: _____

Title of Program or Conference: _____

Dates: _____

Number of Days/Class Hours: _____

C. ATTENDANCE AT OTHER PROFESSIONAL NON-HEALTHCARE RESOURCE DEVELOPMENT AND MANAGEMENT PROGRAMS. List courses sponsored by the Association of Lutheran Development Executives, Council for the Advancement and Support of Education, National Catholic Development Council, National Committee on Planned Giving, Association of Fundraising Professionals, etc., or programs offered by a college or university based center for not-for-profit studies (e.g., Indiana University Center on Philanthropy, Case Western Reserve Mandel Center for Nonprofit Organizations, University of San Francisco Institute for Nonprofit Organizations Management, York University School of Non-profit Management in Toronto, etc.)

Check here if supplemental sheets are attached for Item 7C. Be sure that material is labeled with your name and the number "7C," and is easily located in your ICP folder.

Sponsoring Organization: _____

Title of Program or Conference: _____

Dates: _____

Number of Days/Class Hours: _____

Sponsoring Organization: _____

Title of Program or Conference: _____

Dates: _____

Number of Days/Class Hours: _____

Sponsoring Organization: _____

Title of Program or Conference: _____

Dates: _____

Number of Days/Class Hours: _____

Sponsoring Organization: _____

Title of Program or Conference: _____

Dates: _____

Number of Days/Class Hours: _____

CATEGORY 2 – EXPERIENCE

Category 2 offers the opportunity to earn points for paid experience in resource development and management. You can earn points for each year on the job, as well as for honors and awards earned for your job performance. If your paid experience is specifically in a health care setting, you can earn more points for non health care-related experience; however, points can be earned either way. Applicants earn a minimum of points out of a maximum available, as shown in the chart below:

SUMMARY

EXPERIENCE CATEGORY POINT REQUIREMENT

Designation	Minimum Required	Maximum Allowable
Fellow Applicant	150	200

The number of points allowable for paid experience in and out of health care and for related honors varies with the designation sought (see below).

8) PAID EXPERIENCE: Include paid experience in **health care** resource development and management, as well as paid experience in raising and managing funds for uses other than health care.

UNIT SCORE

HEALTH CARE RESOURCE DEVELOPMENT & MANAGEMENT PAID EXPERIENCE

Chief Development Officer, e.g., President, Executive Director, Director of Development, Consultant, etc.	Up to 50 per Year
Program Director, e.g., Senior Staff or Managing Director	Up to 40 per Year
Associate or Assistant Director	Up to 15 per Year

NON-HEALTH CARE RESOURCE DEVELOPMENT & MANAGEMENT PAID EXPERIENCE

Supervisory	Up to 20 per Year
Non-supervisory	Up to 10 per Year

MAXIMUM POINTS ALLOWABLE

Fellow Applicant	200
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AHP FELLOW CERTIFICATION PROGRAM

A. PAID EXPERIENCE IN HEALTH CARE RESOURCE DEVELOPMENT AND MANAGEMENT: Points will be awarded for each full year of full-time employment and will be prorated for partial year part-time employment.

For consultants, points will be awarded per year of service and not by number of clients served.

Check here if supplemental sheets are attached for item 8A. Be sure that material is labeled with your name and number "8A," and is easily located in your ICP folder.

ORGANIZATION/INSTITUTION	TITLE	FROM/TO
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B. PAID EXPERIENCE IN NON-HEALTH CARE RESOURCE DEVELOPMENT AND MANAGEMENT: Points will be awarded in the same manner as for paid experience:

Check here if supplemental sheets are attached for item 8B. Be sure that material is labeled with your name and number "8B," and is easily located in your ICP folder.

ORGANIZATION/INSTITUTION	TITLE	FROM/TO
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AHP FELLOW CERTIFICATION PROGRAM

9) HONORS AND AWARDS FOR PAID EXPERIENCE Include AHP honors and awards presented to you personally during your paid experience in health care resource development and management, as well as non AHP honors and awards.

UNIT SCORE

AHP Honors and Awards for Paid experience in Health Care Resource Development & Management	10 per Honor or Award
Non-AHP Honors and Awards for Paid Experience in Health Care Resource Development & Management	5 per Honor or Award

MAXIMUM POINTS ALLOWABLE

Fellow Applicant	50
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A. AHP HONORS AND AWARDS FOR PAID EXPERIENCE IN HEALTH CARE RESOURCE DEVELOPMENT AND MANAGEMENT

Include recognition such as AHP regional showcase awards.

0 Check here if supplemental sheets are attached for item 9A. Be sure that material is labeled with your name and number "9A," and is easily located in your ICP folder.

NATURE OF AWARD

CONFERRING ORGANIZATION

DATE

AHP FELLOW CERTIFICATION PROGRAM

B. NON-AHP HONORS AND AWARDS FOR PAID EXPERIENCE IN RESOURCE DEVELOPMENT AND MANAGEMENT:

Include recognition such as AFP awards.

Check here if supplemental sheets are attached for item 9B. Be sure that material is labeled with your name and number "9B," and is easily located in your ICP folder.

NATURE OF AWARD

CONFERRING ORGANIZATION

DATE

CATEGORY 3 - PERFORMANCE

Category 3 offers the opportunity to earn points for job performance. Applicants can earn points for dollars raised, effective communications projects related to fundraising efforts, and effective management programs. Among the various types of job performance, applicants must earn a minimum number of points out of a maximum available, as shown in the chart below:

SUMMARY

PERFORMANCE CATEGORY POINT REQUIREMENT

Designation	Minimum Required	Maximum Allowable
Fellow Applicant	150	200

The number of points allowable for the various types of job performance varies with the designation sought (see below).

10) ANNUAL (SUSTAINED) GIVING, CAPITAL GIVING (MAJOR GIFTS AND GRANTS), PLANNED GIVING: In this category, points are awarded for dollars raised. The number of points you may earn will depend on information you provide that describes your role in a particular campaign for your organization. If your accounting methods categorize funds raised in a manner that differs from the definitions below, please define your categories and report each dollar raised in one category only.

UNIT SCORE

	Smaller Organization Selling (Annual organizational budget under \$150 million)	Larger Organization Selling (Annual organizational budget above \$150 million)
Annual Giving	5 Points per \$75,000/Year	5 Points per \$375,000/Year
Capital Giving	5 Points per \$150,000/Year	5 Points per \$750,000/Year
Planned Giving	5 Points per \$100,000/Year	5 Points per \$500,000/Year
MAXIMUM POINTS ALLOWABLE		
Fellow Applicant	200	

A. ANNUAL GIVING: Count cash received as a result of traditional annual giving methods and techniques (direct mail, benefit events, telethons/phonathons, membership organizations, support groups, donor clubs, and personal solicitation). Do not count government grants or bequests received in this category. Pledges paid in full during the fiscal or calendar year also may be counted as cash received.

Check here if supplemental sheets are attached for Item 10A. Be sure that material is labeled with your name and the number “10A” and is easily located in your ICP folder.

B. CAPITAL/MAJOR GIVING: Count gifts of any size directed toward major capital purposes (e.g., buildings, equipment, and endowment) and major gifts (substantial gifts assets or income regardless of the purpose for which they are given). This category also includes grants from corporations or foundations, whether or not received in a capital campaign, excepting those received for benefit events, which are counted as annual giving above. Capital and major gifts pledged over a period of years should be included in this category as well, following FASB and AICPA guidelines on pledges.

Check here if supplemental sheets are attached for Item 10B. Be sure that material is labeled with your name and the number “10B” and is easily located in your ICP folder.

C. PLANNING GIVING: Count bequests received and planned gifts that have matured. Also count all new irrevocable planned gifts written (current gift value) as a result of your direct efforts or management, whether or not your organization is trustee.

Check here if supplemental sheets are attached for Item 10C. Be sure that material is labeled with your name and the number “10C” and is easily located in your ICP folder.

DOCUMENTATION REQUIRED: Submit details as specified in the categories below to support your direct experience in annual giving, capital/major giving, and planned giving. Use a separate page for each solicitation activity to document your direct relationship to the activity and the results you achieved. To receive appropriate credit, do not skimp on details.

1. Your title at the time of the solicitation activity.
2. The name of the organization/institution that employed you at the time and the corresponding dates.
3. The nature of the organization/institution (e.g., community hospital, nursing home, teaching hospital, multihospital system, etc.)
4. Annual organizational budget.
5. Your annual development office budget.
6. The number of staff in your development office (include exempt/professionals and nonprofessionals).
7. The age of the development program (in years) at the time of the activity.
8. 8. The dates of the solicitation activity.
9. The goal of the solicitation activity.
10. The total dollars raised from the solicitation activity.
11. Your direct role or responsibility in the activity.

AHP FELLOW CERTIFICATION PROGRAM

11) COMMUNICATIONS: In this category, points are awarded for a major achievement (such as an effective public relations program or marketing activity) that proved critical to the success of a fundraising effort.

	UNIT SCORE
Communications	Up to 30 per Achievement
MAXIMUM POINTS ALLOWABLE	
Fellow Applicant	30

Check here if supplemental sheets are attached for item 11. Be sure that material is labeled with your name and the number “11”, and is easily located in your ICP folder. **Do not include** books, tapes, brochures, or videos as documentation; the content page of a book or synopsis of a tape or video will suffice.

DOCUMENTATION REQUIRED: Use a separate sheet to describe each marketing and communications project, commenting on each of the items below in the order listed. To receive appropriate credit, do not skimp on details.

1. Describe the project, the target market, and the objective(s).
2. Describe the plan and how it was prepared.
3. Describe the materials used, their strategy and timing.
4. Describe the results achieved and how they were measured.
5. Describe your direct role and responsibility for each project.

12) DEVELOPMENT PROGRAM MANAGEMENT, FINANCIAL MANAGEMENT, AND HEALTH CARE

MANAGEMENT: This category is for management activities, not fund-raising performance. Points may be counted in any of the areas below, although it is desirable that documentation be provided for all three. To receive appropriate credit, do not skimp on details.

	UNIT SCORE
Development Program Management	Up to 30 per Achievement
Financial Management	Up to 30 per Achievement
Health Care Management	Up to 30 per Achievement
MAXIMUM POINTS ALLOWABLE	
Fellow Applicant	60

A. DEVELOPMENT PROGRAM MANAGEMENT: Areas of documentation include: volunteer recruitment and training; leadership development; program planning (including long-range strategy development); new program initiation; donor relations, donor recognition activities; implementation of improved office systems (including computer hardware and software improvements); preparation of a policy and procedures manual; staff retreats and in-service programs; establishment or revision of the resource development office or foundation (including by-law revisions); etc.

☐ Check here if supplemental sheets are attached for item 12A. Be sure that material is labeled with your name and the number “12A”, and is easily located in your ICP folder. **Do not include** books, tapes, brochures, or videos as documentation; the content page of a book or synopsis of a tape or video will suffice.

B. FINANCIAL MANAGEMENT: Areas of documentation include: budget preparation and management; performance evaluation and productivity analysis; establishment of an investment program with guidelines, selection of professional managers, and written policies and procedures; annual preparation of IRS Form 990 or Canadian T3010, audit statement, gift reports, financial statements, investment summaries, and reports on planned giving activities, etc.

☐ Check here if supplemental sheets are attached for item 12B. Be sure that material is labeled with your name and the number “12B”, and is easily located in your ICP folder. **Do not include** books, tapes, brochures, or videos as documentation; the content page of a book or synopsis of a tape or video will suffice.

C. HEALTH CARE MANAGEMENT: Areas of documentation include direct responsibilities for institutional management, which may include ancillary and support services; volunteer organizations (auxiliary); audiovisual, legislative, and advocacy programs; HMO/IPA activities; multisystem and integrated service initiatives, and others not directly related to resource development communications.

☐ Check here if supplemental sheets are attached for item 12C. Be sure that material is labeled with your name and the number “12C”, and is easily located in your ICP folder. **Do not include** books, tapes, brochures, or videos as documentation; the content page of a book or synopsis of a tape or video will suffice.

DOCUMENTATION REQUIRED: Use a separate sheet to describe each program or project within each of the three areas described above, with comments on each of the following points **in the order listed**. To receive appropriate credit, do not skimp on details.

1. Background information on what led to the program revision, change, or implementation.
2. How you gathered the necessary information and presented it.
3. How the project was implemented, its direct results, and how results were measured and reported.
4. How the project affected your resource development program.
5. Your direct role and responsibility for each project.

CATEGORY 4 - SERVICE

Category 4 provides the opportunity to describe your volunteer service in three areas— AHP, to other not-for-profit organizations, and to your community. A minimum number of points may be accumulated in all three or in any one of these areas out of a maximum available, as shown in the chart below:

SUMMARY
PERFORMANCE CATEGORY POINT REQUIREMENT

Designation	Minimum Required	Maximum Allowable
Fellow Applicant	180	240

The number of points allowable for the types of service varies with the designation sought (see below).

13) AHP SERVICE: In this category, points are awarded for active service to your professional organization, the Association for Healthcare Philanthropy. Count service at international and regional levels. If credit for authorship is claimed, note whether you were the primary or contributing author.

- Check here if supplemental sheets are attached for item 13. Be sure that material is labeled with your name and the number “13”, and is easily located in your ICP folder.

Unit Score	
AHP Si Seymour Award	50 per Award
Member, AHP Board of Directors or AHP Foundation Member	40 per Year
AHP International Committee Chair or Regional Officer	30 per Year
AHP Service Awards	20 per Year
AHP International Committee Member, Regional Board Member or Committee Chair	10 per Award
AHP Scheduled Speaker or Instructor	10 per Hour for Single Speaker 5 per Hour for Panel 2 per Hour for Repeat Sessions
AHP Published Author	30 per Book 15 per Article/Chapter/Monograph 25 per AHP Professional Paper 20 per AHP White Paper 10 per AHP Journal Award 5 per AHP Connect Article
AHP Membership	10 points per year
Maximum Points Allowable	
Fellow Applicant	240

AHP FELLOW CERTIFICATION PROGRAM

NATURE OF SERVICE

DATE OF SERVICE

14) NON-AHP SERVICE TO PROFESSIONAL RESOURCE DEVELOPMENT AND MANAGEMENT

ORGANIZATIONS: In this category, points are awarded for active service to allied professional organizations. If credit for authorship is claimed, note whether you were the primary or contributing author.

Check here if supplemental sheets are attached for item 14. Be sure that material is labeled with your name and the number “14”, and is easily located in your ICP folder.

Unit Score	
Officer	Up to 20 per year *
Board Member	Up to 15 per year *
Committee Chair	Up to 10 per year*
Committee Member	Up to 5 per year*
Service Awards	Up to 5 per award*
Scheduled Speaker or instructor	Up to 5 per hour for single speaker; 3 per hour for panel Up to 1 per hour for repeat sessions *
Published Author	Up to 30 per Book; Up to 15 per Article/Chapter/Monograph Up to 20 per AHP White Paper *
Maximum Points Allowable	
Fellow Applicant	240

* Generally, international service will earn more points than local service.

AHP FELLOW CERTIFICATION PROGRAM

ORGANIZATTON

NATURE OF SERVICE

DATE OF SERVICE

- 15) **VOLUNTEER SERVICE TO COMMUNITY OR OTHER NOT FOR PROFIT ORGANIZATION5:** In this category, points are awarded for volunteer service that demonstrates the degree to which you have embraced the spirit of philanthropy in your own file. Include only service that is not job related and not counted in items 13 and 14 above. Examples are service in a Rotary Club, Lions Club, Assistance League, Quota International, Junior League, etc., as well as arts groups, social welfare agencies, United Way, college alumni associations, or church or temple.
- Check here if supplemental sheets are attached for item 15. Be sure that material is labeled with your name and the number "15", and is easily located in your ICP folder.

UNIT SCORE	
Volunteer Service to the Community or Other Not-for-profit Organizations	20 Points per Year for Leadership role; 10 Points per Year for Membership
Maximum Points Allowable	
Fellow Applicant	240

ORGANIZATTON

NATURE OF SERVICE

DATE OF SERVICE

INDIVIDUAL CERTIFICATION PLAN WORKSHEET

INSTRUCTIONS: Use this worksheet to tally the education, experience, performance, and service activities you record on your ICP. For example, let’s say you have recorded attendance at three AHP Annual International Education Conferences during the time period covered by your ICP. Look down the worksheet under the “education” category unit you see “AHP Annual International Educational Conference.” In parentheses, you will see that attendance at each conference earns you 25 points. Now multiply the number of times you attended (three) by the unit value of the activity (25), and record the result (75) in the column headed “your tally”. Repeat this procedure for all activities you record in all categories.

Now add the points in each subcategory (e.g., “continuing education”) and record the subtotal on the appropriate line (e.g., “continuing education subtotal”) in the column headed “your tally.” Then, add subtotals and record the total points earned in each category (e.g., “education”) on the appropriate line (e.g., “education total”) in the column headed “your tally.”

CATEGORY	YOUR TALLY	AHP TALLY
EDUCATION		
~ Higher Education		
Associate’s Degree (25 pts. per degree)		
Bachelor’s Degree (50 pts. per degree)		
Master’s Degree (25 pts. per degree)		
Doctorate Degree (50 pts. per degree)		
HIGHER EDUCATION SUBTOTAL		
~ Continuing Education		
AHP Annual International Educational Conference (25 pts. each)		
AHP Annual Regional Conference (15 pts. each)		
AHP Institutes for Philanthropy (30 pts. each)		
AHP Special Seminars, Teleconferencing Programs, and Workshops (1 pt. per hour)		
AHP-affiliated Roundtables (1 pt. per session)		
AHP Audiotapes/Self-study Guides (1 pt. per hour)		
Non-AHP Professional Health Care Resource Development and Management Programs (1 pt. per hour, 3 pts. per half day, 6 pts. per day)		
Non-AHP Professional Non-health Care Resource Development and Management Programs (5 pt. per hour, 15 pts. per half day, 3 pts. per day)		
Certificate Programs (10 pts. per 30 hours)		
Non-degree Semester Hours and CEU Units (1 pt. per hour)		
CONTINUING EDUCATION SUBTOTAL		
EDUCATION TOTAL		

EXPERIENCE

~ Health Care Resource Development and Management

 Chief Development Officer, e.g. President, Executive Director, Director of Development, Consultant, etc. (up to 50 pts. per year)

 Program Director, e.g., Senior Staff or Managing Director (up to 40 pts. per year)

 Associate or Assistant Director (up to 15 pts. per year)

HEALTHCARE RESOURCE DEVELOPMENT AND MANAGEMENT PAID EXPERIENCE SUBTOTAL

~ Non-health Care Resource Development and Management

 Supervisory (up to 20 pts. per year)

 Non-supervisory (up to 10 pts. per year) NON-HEALTHCARE RESOURCE DEVELOPMENT AND MANAGEMENT PAID EXPERIENCE SUBTOTAL

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CATEGORY	YOUR TALLY	AHP TALLY
~ Honors		
AHP Honors and Awards for Paid Experience in Health Care Resource Development and Management (10 pts. per honor/award)		
Non-AHP Honors and Awards for Resource Development and Management Paid Experience (5 pts. per honor/award)		
HONORS SUBTOTAL		
~ Non-health Care Resource Development and Management		
Supervisory (up to 20 pts. per year)		
Non-supervisory (up to 10 pts. per year)		
NON-HEALTH CARE RESOURCE DEVELOPMENT AND MANAGEMENT PAID EXPERIENCE SUBTOTAL		
EXPERIENCE TOTAL		
PERFORMANCE		
~ Fund Raising		
Annual Giving (5 pts. per \$75,000/year for smaller organizations; 5 pts. per \$375,000 per year for larger organizations) Capital Giving (5 pts. per \$150,000/year for smaller organizations; 5 pts. per \$750,000 per year for larger organizations) Planned Giving (5 pts. per \$100,000/year for smaller organizations; 5 pts. per \$500,000 per year for larger organizations)		
FUND RAISING SUBTOTAL		
~ Communications (up to 30 pts. per achievement)		
COMMUNICATIONS SUBTOTAL		
~ Management		
Development Program Management (up to 30 pts. per achievement)		
Financial Management (up to 30 pts. per achievement)		
Health Care Management (up to 30 pts. per achievement)		
MANAGEMENT SUBTOTAL		
PERFORMANCE TOTAL		
SERVICE		
~ AHP Service		
AHP Si Seymour Award (50 pts. per award)		
Member, AHP Board of Directors or AHP Foundation Member (40 pts. per year)		
AHP International Committee Chair or Regional Officer (30 pts. per year)		
AHP International Committee Member, Regional Board Member or Committee Chair (20 pts. per year) AHP Service Awards (10 pts. per award)		
AHP Scheduled Speaker or Instructor (up to 10 pts. for single speaker; 5 pts. per hour for panel; 2 pts. per hour for repeat sessions)		
AHP Published Author (30 pts. per Book; 15 pts. per Article/Chapter/Monograph; 25 pts. per AHP Professional Paper; 20 pts. per AHP White Paper; 10 pts. per AHP Journal Award; 5 pts. per AHP Connect Article)		
AHP-affiliated Roundtable Director (10 points per session)		
AHP Membership (10 pts. per year)		
AHP SERVICE SUBTOTAL		
~ Non-AHP Service to Professional Resource Development and Management Organizations		
Officer (up to 20 pts. per year)		
Board Member (up to 15 pts. per year) Committee Chair (up to 10 pts. per year) Committee Member (up to 5 pts. per year) Service Awards (up to 5 pts. per award)		
Scheduled Speaker or Instructor (up to 5 pts. for single speaker; 3 pts. per hour for panel; 1 pt. per hour for repeat sessions)		
Published Author (up to 30 pts. per book; 15 pts. per article/chapter/monograph; 20 pts. per White Paper)		
NON-AHP SERVICE SUBTOTAL		
~ Volunteer Service to Community or Other Not-for-profit Organizations (10 pts. per service year)		
VOLUNTEER SERVICE SUBTOTAL		
SERVICE TOTAL		



INDIVIDUAL CERTIFICATION PLAN REPORT CARD

INSTRUCTIONS: In order to complete this Report Card, you first must complete your ICP Worksheet. From the Worksheet, transfer total points earned in each category to the column headed “your tally” below. These two documents are an integral part of your ICP and will be forwarded to the AHP Fellow Certification Committee for review. When the committee completes its review, it will complete the columns marked “AHP tally” on your Worksheet and Report Card. These documents will be returned to you with a letter about your status in the AHP Fellow Certification Program.

INDIVIDUAL ACCREDITATION PLAN REPORT CARD

CATEGORY	FELLOW APPLICANT		YOUR TALLY	AHP TALLY
	MINIMUM REQUIRED	MAXIMUM ALLOWABLE		
EDUCATION	120	160		
Higher Education	0	50		
Continuing Education	0	160		
EXPERIENCE	150	200		
Paid	0	200		
Honors	0	50		
PERFORMANCE	150	200		
Fund Raising	0	200		
Communications	0	30		
Management	0	60		
SERVICE	180	240		
AHP	0	240		
Other Not-for-profits	0	240		
Community	0	240		
TOTAL	600	800		



AHP FELLOW CERTIFICATION PROGRAM FEES

A check for all fees due must accompany your Application and Individual Certification Plan, as applicable. These fees partially offset the cost of administering the AHP Fellow Certification Program.

All fees must be paid in U.S. dollars. A fee of \$25 will be charged for any check returned by the bank for insufficient funds or foreign exchange.

FELLOW APPLICANT FEES

A fee of \$150 for members (\$250 nonmembers) is payable with the submission of the Fellow Application and Individual Certification Plan.

Applicants whose ICP qualifies them to sit for the examination will pay a fee of \$350 (\$450 nonmembership) 45 days in advance of the examination, for a total AHP Fellow Certification Program cost of \$500 for members or (\$700 nonmembers.)

To submit additional documentation to the first ICP: \$50 for members (\$75 nonmembers)

To submit an entirely new ICP: \$150 for members (\$250 nonmembers)

FELLOW RECERTIFICATION FEES

Fellows who choose to submit an individual Certification Plan with their Application will pay a fee of \$150 for members (\$250 nonmembers) with the submission of the ICP.

Fellows who choose to retake the examination will pay a fee of \$150 (\$250 nonmembers) when they submit their Application.

APPEAL/REVIEW FEES

ICP Review. A fee of \$75 is payable for review of an ICP and all supporting documentation when applicants appeal their scores.

Examination Review. A fee of \$75 is payable for review of an examination when applicants appeal their scores.

EXAMINATION SCHEDULE

Postmark your Application on this date

August 22, 2014

...to qualify for Fellow exam on this date

AHP Annual International Conference

October 22, 2014

JW Marriott Desert Springs Resort & Spa
Palm Desert, CA

Applications that are incomplete or postmarked after the cut-off deadline will be returned.



**ASSOCIATION FOR
HEALTHCARE
PHILANTHROPYSM**

Connecting People • Enriching Lives

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