



THA 2019 LEADERSHIP FELLOWS PROGRAM

Program Application Checklist

Due to the interest in the program, the application process is highly competitive. Interested candidates must submit a detailed application including form, resume, letter of interest and recommendations. Only complete applications will be considered. All applications must be completed by the deadline of Nov. 16, 2018.

Important: Please review this checklist in detail prior to starting the online application form.

□ Application Form

Important: Please gather all of the information in this checklist prior to completing and submitting the online form. A resume, letter of interest and recommendation contact information will be required before submitting the form. Recommendation letters must be emailed or mailed to the Texas Hospital Association (details below). The application form can be found at www.tha.org/fellows.

□ Resume

Please submit a current copy of your resume or CV as a Word document or PDF.

□ Letter of Interest

The online application form requires a letter of interest. Please include a one-page letter of interest or essay describing why you feel you would be a good candidate for THA's Leadership Fellows Program (maximum of 400 words).

□ Supplemental Application Requirements

We want to get to know you better through the application process, so we incorporated questions about your goals and expectations for the program in the online application form. Please review the "Goals" section in the application form for these specific questions.

□ Two Recommendation Letters

As part of the application, you are required to submit two letters of recommendation.* The recommenders must be individuals who have supervised your work and/or have assessed your performance during your career and can attest to your ability to bring value to the program.

Step 1: Contact both recommenders and ask that they provide a letter to support your application to the THA Leadership Fellows Program. Give them plenty of time – the letters must be received by the application deadline of Nov. 16, 2018. If both letters are not received by the deadline, your application cannot be considered.

Step 2: The recommendation letters can be emailed or mailed by the recommender or the applicant to:

Email Address: mklein@tha.org

Mailing Address:

Attn: Education Department
c/o Service Center
Texas Hospital Association
108 Lavaca, Suite 700
Austin, TX 78701

***Important Note:** One recommendation must be from the candidate's current direct supervisor and must acknowledge endorsement of the time commitment required to attend the program. It is up to the candidate to communicate this requirement to his or her supervisor.

□ Required Acknowledgement of Attendance Requirements

One of the main benefits of this program is the knowledge and idea sharing that will go on between attendees in all modules. Therefore, it is of utmost importance that all fellows make every effort to attend each and every module.

Attendees who do not complete each required module will not be able to participate in the recognition ceremony with their class, nor will they be granted their certification of completion until they meet all of the requirements by completing each module.

The application asks you to acknowledge your understanding of the attendance policy. Additionally, one of your recommenders (current direct supervisor) must acknowledge endorsement of the time commitment required to attend the program. It is up to the candidate to communicate this requirement to his or her supervisor.

The application form can be found at www.tha.org/fellows.

Questions?

Telephone: 512/465-1057

Email: servicecenter@tha.org