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PROGRAM GOALS

MAKE THE COMMITMENT TO PERSONAL AND PROFESSIONAL EXCELLENCE

The AHP Fellow Certification program demonstrates the highest level of professionalism in the field of health care resource development and management.

Since its establishment in 1975, the AHP Fellow Certification Program has provided hundreds of health care resource development professionals throughout North America with the incentive and recognition they deserve for advancing professional practices.

The AHP Fellow Certification Program is governed by senior health care fund-raising professionals who comprise the nine-member AHP Board of Certification, which is appointed by the AHP chair. The program is managed by the professional staff at AHP headquarters.

WHAT THE AHP FELLOW CERTIFICATION PROGRAM CAN DO FOR YOU

Challenges You to Excel on the Job

The AHP Fellow Certification Program rewards the accomplishments of successful health care fund-raising programs, innovative communications programs, effective volunteer training plans, and leadership to health care organizations and AHP.

Expands Your Fundamental Knowledge of Health Care Resource Development and Management You will learn and gain insights essential to career performance and advancement while you complete your Individual Certification Plan (ICP) and prepare for the Fellow examination.

Helps You Reach Out to Your Community and Professional Association – and Grow

Volunteerism is the true spirit of philanthropy, and the AHP Fellow Certification Program rewards your own exemplary service to your community and your profession.

Provides Ample Recognition for Personal and Professional Achievement

The AHP credential enjoys widespread recognition. On your business card, your advanced credential assures the public that their donations are in the hands of a professional. On your resume, your AHP Fellow credential tells current and prospective employers that you have met a recognized standard of excellence. And on your wall, the AHP Fellow certificate signifies a truly significant accomplishment of which you can be proud.

ELIGIBILITY REQUIREMENTS

WHO SHOULD ENTER THE AHP FELLOW CERTIFICATION PROGRAM

Anyone currently employed in the field of health care resource development and management.

Health care resource development professionals who want to challenge themselves and advance their careers.

Specialists in one aspect of health care resource development who want to demonstrate more general knowledge and skills.

Consultants to health care resource development and management

Professionals employed in related fields (such as public relations, marketing, or fundraising for causes other than health care) who wish to pursue and/or validate their competence by achieving the highest professional credential in the health care resource development arena.

BECOMING AN AHP FELLOW

The AHP Fellow Certification Program is open to any eligible development professional who:

Has at least eight years' experience in raising and managing philanthropic funds for a health care organization. Each year of fund-raising experience in another setting, such as a university, will count for one-half year in meeting this requirement.

Currently holds the Certified Fundraising Professional (CFRE) credential from the CFRE Professional Certification Board, and wishes to achieve the highest level of professional certification in health care resource development.

Pledges in writing to adhere to the *AHP Statement of Professional Standards and Conduct* and to uphold the AHP endorsed *Donor Bill of Rights*.

CERTIFICATION PROCESS

The AHP Fellow Certification Program designation (FAHP) may be earned only through this certification program. The FAHP, once earned, is valid for five years, after which you must apply for recertification. To earn the FAHP designation, you must successfully complete three steps:

1. You must complete and submit the AHP Fellow Certification Program Application, as found in Section B of this booklet.
2. You must complete and submit your own Individual Certification Plan or ICP, as outlined in Section C of this booklet.
3. When your ICP is accepted, you must pass the AHP Fellow examination.

Permanent Designation: As of October 2004, the AHP Board of Certification and AHP Board of Directors have deemed the FAHP to be a permanent designation, which does not require recertification. Although you no longer need to recertify for your FAHP, if you choose to continue to use the CFRE designation in addition to your FAHP designation, you must now complete the CFRE recertification as required by the CFRE Credentialing Board. AHP and the AHP Board of Certification, upon the successful completion of the FAHP exam process, will continue to award the Fellows designation. As such, AHP reserves the right, if it determines that there is just cause, to revoke the Fellows certification. Details regarding revocation can be found on page A-8 of the ICP.

THE INDIVIDUAL CERTIFICATION PLAN (ICP)

A hallmark of the AHP Certification Program, the ICP, is not only a way to record, but also a way to plan those activities that will help you demonstrate the knowledge and skills essential for validating personal and

**AHP INDIVIDUAL CERTIFICATION PLAN
POINT SYSTEM**

Fellow Applicant		
	Percentage of Points Required in Category	Minimum Points Required & Maximum Points Available
Education	20%	120–160
Experience	25%	150–200
Performance	25%	150–200
Service	30%	180–240
TOTAL	100%	600–800

professional growth in the field of health care resource development and management. The ICP serves this dual purpose by outlining a menu of activities in four categories, *education, experience, performance, and service*. In each of these areas, you must earn a minimum number of points to qualify for the Fellow examination or recertification. The number of points required differs, as shown in the chart below.

ICP Submission Deadlines

ICPs for the Fellow designation must be submitted at least two months in advance of the date on which you want to take the examination. Deadlines for submission of ICPs in the current calendar year are outlined on Page D-1 of this booklet. You will be notified as to whether your ICP successfully qualifies you to sit for your examination forty-five days before the examination date.

AHP FELLOW EXAMINATION

There are U.S., international and Canadian versions of the Fellow examination. Candidates from Canada are expected to know Canadian tax law and candidates from the U.S. are expected to know U.S. tax law.

The Fellow examination is composed of a written and oral examination.

Applicants must pass the written and oral parts of the examination separately to achieve Fellow status. Those who fail one part of the examination may retake that part at a later date; they do not have to retake the entire exam.

1) The three hour written examination is worth a total of 170 points and consists of 120 multiple-choice test items and five short-answer (essay) questions.

Applicants must earn a minimum of 111 points in order to pass the written exam.

2) The one-hour oral examination is worth a total of 20 points and consists of four problem situations.

Applicants must earn a minimum of 13 points in order to pass the oral exam.

NEED HELP?

If you need help completing your ICP or want tips on preparing for the FAHP examination, call AHP at (703) 532-6243. Staff are standing by to help, as are AHP members who are involved in the AHP Fellow Certification Program.

FELLOW MENTOR PROGRAM

Fellow applicants may request the optional AHP Fellow Mentor Program, which matches applicants with AHP members who already have achieved Fellow status and who are trained in the Fellow Mentor Program. If you are interested in this optional preparatory service, be sure to check the appropriate box on the Application (Question 2 on Page B-1).

Examination Schedule

The Fellow examination is offered at the AHP Annual International Educational Conferences and at the AHP Institute for Healthcare Philanthropy. (See Page D-1 for dates.)

TOTAL POINTS REQUIRED FOR CERTIFICATION

Designation	Individual Certification Plan				Examination
	Minimum Points Required	Maximum Points Available	Minimum Points Required	Maximum Points Available	
Fellow Applicant	600	800	600	800	124

Applicants for Fellow designation must earn the minimum of points required for their ICP and examination.

RECOGNIZING SUCCESSFUL APPLICANTS

Applicants will be notified of their examination results and their consequent status in the AHP Fellow Certification Program within 30 days of sitting for their examination. Successful FAHP applicants will receive a certificate, medallion, and pin, and will be recognized in the AHP newsletter and at a special awards ceremony during the AHP Annual International Educational Conference. Successful applicants are those who earn the minimum number of points on their ICP and Fellow examination, as illustrated in this chart.

PREPARING FOR AHP FELLOW CERTIFICATION PROGRAM

The AHP Fellow Certification Program, with its initial designation requirements, is designed to promote and guide lifelong learning, and to recognize a personal commitment to achieve a high level of professional competence. The advanced certification program and ICP are a way to structure how you will learn, and then demonstrate a comprehensive understanding of, and competence in, all of the generally accepted knowledge areas of health care resource development and management.

The six knowledge areas are:

- 1) fund-raising fundamentals;
- 2) fund-raising activities;
- 3) public relations/marketing/communications;
- 4) development program management;
- 5) financial management; and
- 6) health care management.

You should use your ICP to advance your understanding of these knowledge areas, and you may expect to be tested on all six of them in the Fellow examination. The topics listed in the knowledge areas are covered at the AHP Annual International Educational Conference, AHP Institute for Healthcare Philanthropy, AHP regional educational conferences, and regional AHP-affiliated Roundtables.

Note: Listed topics represent general subject areas, not specific course titles.

AHP self-study guides also are available on a number of these topics, as are audiotapes, audioconferences, and special workshops.

For a schedule of educational offerings and/or order forms for self-study guides, audiotapes, and audioconferences, contact AHP headquarters at (703) 532-6243. Information packets on specific subjects also may be requested from the AHP Resource Information Center.

KNOWLEDGE AREAS

1) Fund-raising Fundamentals

- Recognizing the rights of donors and conducting oneself in an ethical manner
- Understanding the psychology of giving
- Cultivating prospects and donors
- Organizing special events Soliciting businesses and corporations
- Managing major gift solicitations
- Soliciting from support and community groups
- Soliciting from one's own board and organizational family
- Soliciting from patients
- Soliciting from medical staff
- Organizing direct mail solicitations Organizing telephone solicitations Making person-to-person solicitations Organizing memorial and tribute gift programs
- Researching grant opportunities and proposal writing

2) Fund-raising Activities

- Managing the annual giving program
- Managing the planned giving program
- Managing the capital campaign
- Understanding planned giving instruments

3) Public Relations/Marketing/Communications

- Conducting public relations activities
- Marketing
- Writing case statements

- Writing fund-raising copy
- Designing and producing publications
- Public speaking

4) Development Program Management

- Managing relations among the development officer, CEO, and trustees
- Volunteer recruitment, training, and management
- Organizing the development function
- Organizing donor appreciation and recognition programs
- Managing a comprehensive resource development program

5) Financial Management

- Understanding health care financing
- Developing budgets for health care organizations and institutions
- Understanding tax aspects of charitable giving
- Gift accounting, record keeping, and reporting
- Investment and endowment management

6) Health Care Management

- Managing health care organizations and institutions
- Developing health care management information systems
- Influencing the legislative and regulatory issues in health care

GENERAL PROGRAM POLICIES

CONFIDENTIALITY

All application materials and test results will be kept strictly confidential. When AHP receives an inquiry about the status of a person in AHP Fellow Certification Program, the staff will only state whether the person is or is not certified. AHP will hold in strictest confidence all other information about the person's status in the AHP Fellow Certification Program.

ELIGIBILITY STANDARDS

AHP reserves the right to ask applicants to demonstrate qualifications beyond the minimum or, under rare and exceptional circumstances, to consider alternatives to these eligibility requirements. AHP also reserves the right to request information about applicants from persons and organizations named in their application and to ask applicants to submit any additional information it deems necessary to verify that applicants meet all requirements.

EXAMINATION ATTENDANCE

Applicants who arrive more than 15 minutes late may be denied permission to sit for the examination at the discretion of the AHP proctor. Any applicant exhibiting disruptive behavior may not be admitted to, or will be asked to leave, the examination.

EXAMINATION FAILURE

Applicants for FAHP who fail to pass either the written or oral portion of the examination may retake the portion only. Such applicants may remit the appropriate examination fee and retake the examination up to two times within two years without having to complete and updated ICP. Applicants who fail the examination a third time will be required to submit a new ICP along with the appropriate fee.

EXAMINATION OF APPLICANTS WITH DISABILITIES

Applicants requiring special arrangements should make their needs known to the AHP staff at the time of application. AHP will make reasonable accommodations as necessary.

EXAMINATION IRREGULARITIES

AHP protects the validity of examination scores by every means possible, by assuring integrity in test administration and honesty in test taking. It will not report a score that it has determined is invalid due to any irregularity and therefore misrepresentative of an applicant's knowledge and competence.

Irregularities in test administration, such as defective test booklets or power outages in the examination room, are usually minor, rarely affect an applicant's ability to finish the test, and are handled by standard procedures. If the applicant is unable to finish the exam or AHP determines that a procedural irregularity has adversely affected the applicant's performance, he or she will be invited to sit for the next examination at no additional charge.

Irregularities in test taking, such as giving, or receiving aid on any portion of the examination, or unauthorized possession reproduction, or disclosure of examination material before, during, or after the examination, may be sufficient causes for AHP to terminate an applicant's participation in the examination, to invalidate the results of the examination, to withhold an applicant's scores, to bar an applicant permanently from all future examinations, to revoke Fellow certification status, or to take other appropriate action.

RIGHT TO REVIEW

AHP provides an appeal process to any applicant who wishes his or her ICP or examination scores reviewed. An administrative fee will be charged. (See the fee schedule on Page D-1 of this booklet). For the ICP, the fee covers a review of ICP application and all supporting documentation. The applicant is provided with detailed recommendations about how to submit an acceptable ICP. For the Fellow examination, the fee covers rescoring both segments of the examination and providing a detailed report of performance according to content areas. Review does not include access to written or oral test booklets or answer keys.

Requests for review must be made in writing within 30 days of receiving ICP or Fellow examination scores. The review process will be completed within 60 days. AHP reserves the right to make appropriate rulings, interpretations, decisions, and departures from its policies are not subject to further appeal. The review process is the exclusive remedy for dissatisfied examinee.

CERTIFICATION AND REVOCATION

AHP will certify all applicants who satisfactorily complete all requirements for AHP Fellow status set forth in this booklet. AHP will not certify, and may revoke certification already issued, if it shall determine that the person involved.

- did not possess the required qualifications and requirements for the certification process.
- misstated or withheld information in his or her application or made any other intentional or unintentional misrepresentation to AHP; and/or has been convicted of a felony or misdemeanor involving moral turpitude, and, in AHP's opinion, having a material relation to the profession.

If AHP determines that there is just cause to withhold or revoke the Fellow certification, the person shall be informed in writing of the reasons for AHP's action. Such action shall be considered final unless the person submits a written request for a review of such action within 30 days after the notice has been mailed. Reviews so requested will be considered by the AHP Board of Certification at its next regular meeting. The AHP Board of Certification has the sole and exclusive authority to determine the final disposition of the request, for which there shall be no further appeal.

APPLICATION CONTENTS

In the remainder of this booklet, you will find:

A STEP-BY-STEP APPLICATION FORM (PAGES B-1 TO B-4)

There are two application forms for the AHP Fellow Certification program, initial advancement to Fellow, use the ICP.

THE INDIVIDUAL CERTIFICATION PLAN WITH INSTRUCTIONS (PAGES C-1 TO C-18)

If you are applying for initial Fellow designation, submit your ICP with the appropriate fee no later than two months prior to the date required to qualify for the examination you wish to take. Applicants will be notified of action taken on their ICP at least 45 days prior to the examination date.

Applicants who fail to earn the minimum points on the application necessary to sit for the Fellow examination will receive a breakdown of points they earned in each category. Applicants may submit an updated ICP for a future examination. ICP updates need only document activities and achievements since the last ICP submission. Each ICP submission must be accompanied by the appropriate fee, and must be postmarked by the date required for the examination for which applicants wish to qualify.

YOUR ICP WORKSHEET AND REPORT CARD (PAGES C-19 TO C-21)

The ICP Worksheet and Report Card give you a simple way to note the points you believe you have earned through the achievements you have recorded on your ICP. You will see that the Worksheet and Report Card also allow space for AHP to award the points it determines each achievement is worth. If your ICP fails to earn the necessary points, the Report Card will be returned to you, so you can see a breakdown of those categories for which you will need to submit supplemental documentation.

AN EXAMINATION AND FEE SCHEDULE (PAGE D1)

The Fellow examination is offered twice each year, at the AHP Annual International Educational Conference and at the AHP Institute for Healthcare Philanthropy. Examination dates and sites for the current calendar year are listed on Page D-1 of this application and recertification also are found on Page D-1.

With submission of your application, it is understood that you have read and agree to abide by the general policies that govern the AHP Certification Program (see Pages A7 and A8). If you have any questions about the policies stated on these pages, or elsewhere in this Information & Application Booklet, please contact.

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