

# CHE PROGRAM FAQ

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## CHE Application

- **Do I have to become a member of CCHL to apply to the CHE Program?**

Yes, to be eligible to apply for the CHE Program, you must be a member in good standing of the College.

- **Who is eligible for a strategic alliance in their Master's program?**

Only those who are currently enrolled in the listed strategic alliances are eligible to apply under this category.

- **What is proof of enrolment? Can I send you my transcript?**

Applicants will need to provide a proof of enrolment to support their eligibility applying under the strategic alliance for Master's program. Please note that transcript, receipt of tuition fee, screen shot of your student profile in the Master's program, course enrolment or acceptance letter to the Master's program are **NOT** considered as proof of enrolment. The proof of enrolment will need to come from the program office and be signed.

- **My program or employer is not listed in the application as a partner, how can my employer or my Master's degree program become a College partner under the CHE Program?**

CCHL always welcomes new employer partners. To discuss this opportunity, please contact [CHE@cchl-ccls.ca](mailto:CHE@cchl-ccls.ca)

- **Should I complete the Prior Learning Assessment Recognition (PLAR) if I have a Master's degree?**

No. Only individuals who have a Bachelor's degree but do not have a Master's degree need to complete and pay the PLAR.

Please refer to Guidelines for the proof of equivalency if your degrees are from overseas. If your Master's degree is from overseas while your Bachelor's degree is from Canada, you may choose to do PLAR if you prefer not to apply for the proof of equivalency for your Master's degree. Applying with Bachelor's degree and PLAR and criteria outlined in the guidelines, your application will be complete for assessment.

- **I am concerned about my Prior Learning Assessment Recognition (PLAR). What do I need to know?**

Once you submit a portfolio of your prior learning/experience for assessment (summarizing your learning from work experience, leadership capabilities, and professional development related to healthcare management), it will be reviewed by the Director, Certification, Leadership Development and Strategic Partnerships and a telephone interview will be conducted by one of our CHE members who will ask you questions in a relaxed approach and discuss the evidence that supports your claim of competence and experience. You can expect the interview to focus on your health leadership experience, professional achievements, leadership capabilities, and areas for improvement. The interviewer will then recommend that the PLAR be accepted or not for your CHE application.

- **Should I send the Prior Learning Assessment Recognition (PLAR) and the CHE Program Application at the same time?**

Yes. However, the PLAR application will be processed first.

- **Does volunteer work count toward Canadian health leadership experience?**

**For those holding a Master's degree** (copies of degrees, diplomas, certificates, etc. required) you need a minimum of two consecutive years' experience in Canadian health leadership within the last three years or through a **combination of the following:**

- Health leadership work experience in public or private sector, Canadian health organizations, government or broader industry
- Volunteer health leadership experience in public or private sector, Canadian health organizations or government, where:
- Volunteer experience involved health leadership and decision-making (e.g. as a Board member, working with Management, and/or leading initiatives)
- Volunteer experience must be within the health care sector, may not equal more than 6 months (calculated based on a 37.5 hour work week) of the 2 years of total work experience, and must be within the last three years

**OR**

**For those holding a Bachelor's degree** (copies of degrees, diplomas, certificates, etc. required) you need to be able to demonstrate progressive and cumulative educational/ professional advancement in health leadership by applying for a prior learning assessment recognition (PLAR) and CHE applications. Please note that there is an extra cost for the PLAR. In addition, you must have a minimum of five consecutive years' experience in Canadian health leadership within the last seven years or through a **combination of the following**:

- Health leadership work experience in public or private sector, Canadian health organizations, government or broader industry
  - Volunteer health leadership experience in public or private sector, Canadian health organizations or government, where:
  - Volunteer experience involved health leadership and decision-making (e.g. as a Board member, working with Management, and/or leading initiatives)
  - Volunteer experience must be within the health care sector, may not equal more than 1 of the 5 years of total work (calculated based on a 37.5 hour work week), and must be within the last seven years
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- **For CHE program application, what should my curriculum vitae include to demonstrate my Canadian health leadership experience?**

Your curriculum vitae should include:

- Your education degrees (Bachelor/Master) obtained and date conferred,
- Your Canadian health leadership progressive, professional work experience. Sufficient details regarding positions held, key leadership responsibilities, and completed deliverables/outcomes are helpful to assess your experience, capabilities, and successes. Start month/year for each position and completion month/year (when applicable).
  - Should you hold multiple positions at any given time, please indicate if these are full-time (based on 37.5 work week) or part-time; and stipulate the number of hours/per month, e.g. September 2013 – April 2014; 10hrs/month.
  - You can also include the position description issued by the employer/organization as supporting document. If there is any part-time position or volunteer experience, please indicate in your CV how many hours per month for those positions so we can consider those positions and whether your experience meets the criteria, e.g. September 2013 – April 2014; 10hrs/month. A list of your research and/or publications may also be incorporated, if relevant.

***Some tips:***

Position description with details:

**January 2017 – present    Manager, XXX Program, YYY Organization**

Responsible for leading and supporting.....

Managing \$ of budget...

Negotiating.....

Developing.....

**May 2010 – December 2016    Coordinator, ABC Department, DEF Organization**

Planned ..... and leading a team of xx staff...

Trained and provided orientation of.....

Worked collaboratively with ... to meet strategic objectives....

Lack of detailed description, unable to assess the criteria:

Present                      Manager, XXX Program, YYY Organization

2010-2016                  Coordinator, ABC Department, DEF Organization

- **Can I apply to the CHE Program if I only have health leadership experience outside of Canada?**

Only those who have the required number of years of health leadership experience in Canada can apply to the CHE Program.

- **Does my curriculum vitae have to be aligned with the LEADS domains?**

Your curriculum vitae does not have to be aligned with LEADS. However, some CHE candidates have found it helpful to reflect on the LEADS domains and their related experiences and skills. This exercise is formalized in the CHE Career Development Plan, the second component in the program, after acceptance into the CHE Program.

- **Do I need proof of equivalency for my credentials obtained outside of Canada?**

Yes - Degrees (Master's and Bachelor's) 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.

- **What should be included in the letter(s) of reference associated with my CHE program application?**

The letter(s) of reference should speak to your health leadership experience, skills, expertise, and personal qualities at your workplace; and how these position you for success in the CHE Program. The letter may highlight your capabilities or recent accomplishments that are noteworthy. CCHL uses letters of reference to ensure there is a positive endorsement of your skills and attributes. We also wish to know that you are qualified for the CHE Program. Letters of reference need to stipulate your name and that you are referred for the CHE Program. As well, letters of references must be signed.

- For those applying under the “Regular” category, you need to submit two letters of reference: the first one has to come from a current or previous supervisor/employer in employment context and the second one from a CHE.

If you do not know a CHE, you may search in the Member Directory. Some applicants were able to identify their colleagues who are certified and provide them the letter of reference. Or you can indicate this in your submission; we will coordinate one of our certified members to conduct a telephone interview with you and provide recommendations.

- For those applying under one of the “College Academic Strategic Alliance”, one letter of reference is required from a current or previous supervisor/employer in employment context; and your supervisor does not necessarily to be a certified member (CHE).
- If you are not currently employed or not able to identify one to provide the letter, please contact us for more information.

## In the CHE Program

- **How familiar do I have to be with the LEADS framework to be successful in the CHE Program?**

CHE candidates are urged to become familiar with the LEADS domains and capabilities, when preparing to work on each component of the CHE Program. You do not need to become expert in the framework, however candidates should know the five LEADS domains and the four Capabilities within each domain. The framework has been approved by the CCHL as the leadership capabilities required for career-long learning. You will likely find that

being familiar with the domains and capabilities will help you develop, strengthen, and sustain the behaviours that will benefit you in health services leadership.

- **Do I have to read all the suggested readings to prepare fully for the CHE exam?**

No, you do not have to read all the suggested readings. However, if your LEADS online self-assessment reveals that you are lacking in a particular area, you may wish to review one or two suggested readings for that domain. The suggested readings are not the only ones pertaining to those domains, and are offered as suggestions only. Some past candidates have found it helpful to review a few of the readings to get a better sense of some of the health services issues associated with particular domains (e.g. issues associated with system transformation or with achieving results).

CHE candidates need to have the 'self-awareness' to recognize their preferred learning style and they should be successful in either studying approach they choose.

- **Is it important to complete all the CHE practice exams?**

We encourage candidates to complete the practice exams, as these give a good idea of what to expect in the actual exam.

- **I have spent my whole professional career in community/public health leadership. Can I still be successful on the CHE exam?**

The online CHE exam focuses on health system issues across the continuum of care and across a variety of health sectors. The questions are written generally and not targeted to specific health sectors. A candidate with strong, general health services leadership knowledge and experience should be able to apply his/her knowledge to all of the questions.

It is also important to remember that the questions are aligned with the 5 domains of the *LEADS in a Caring Environment* framework. These domains are: (1) Lead Self; (2) Engage Others; (3) Achieve Results; (4) Develop Coalitions; (5) Systems Transformation. These domains apply to all health leaders regardless of the sector in which they are employed.

It is important to note that the questions are aligned with the LEADS domains but are not necessarily about LEADS.

- **How can I choose the best LEADS in Action project for me?**

The LEADS in Action Project is intended to be relevant to the CHE candidate's current work environment. You can choose work on a case study or focus on a current leadership issue/area of interest in your workplace. In either case, you will demonstrate leadership capability by summarizing findings in a Briefing Note. The Briefing Note will give you the opportunity to identify, analyze, and recommend the decisions to be made, and the actions needed to resolve the issue. If you are unsure which option is best for you, review the case studies to determine if any of them appeal to you, compared to a current leadership issue in your workplace that you could explore.

- **How can I tackle my LEADS in Action Project?**

Please ensure that you carefully read the LEADS in Action Guidelines which includes all the criteria required to write your project.

## CHE Designation and Beyond

- **Once I receive the CHE designation, can I use it publicly?**

Yes. Once all CHE program components have been successfully completed, the Professional Standards Council will recommend to the College Board of Directors to confer the designation. You may then begin using the CHE designation. You can use this on your CV, business cards, when meeting other health leaders, and in other professional activities. CCHL encourages CHE members to highlight the value of the designation and to champion its use across the health system. The designation recognizes effective leadership in Canadian health services and is a mark of your professionalism.

- **Is my evaluation of the CHE program a factor in my success in the program?**

This is not a success factor but it is required to complete the program. This evaluation measures the relevance of the CHE Program against the expectations of the individual CHE candidate. The College uses this feedback to help improve the CHE Program on a regular basis, and to test its link with the *LEADS in a Caring Environment* framework. Candidates' evaluations are separate from the other program elements but is required in order to complete the program.

- **What is my commitment to the College after obtaining the CHE designation?**

As a certified member you have two obligations in order to maintain your CHE designation:

1. Continue to be a **member in good standing** with the College. Only members of the College in good standing may use the CHE (Certified Health Executive) designation. If College membership is discontinued the CHE designation will be revoked.
2. Obtain the necessary **Maintenance of Certification (MOC)** credits, as per the College policy and guidelines. The College has long seen Maintenance of Certification (MOC) as an integral part of the certification process. It is an activity through which Certified Health Executives and Fellows demonstrate their commitment to lifelong learning and to remaining current in their chosen profession.

- **How do I know when to submit MOC credits?**

MOC credits are recorded online in a 5-year blocks determined by the College. CHE members can submit their credits anytime during the five years by logging in to their profile. The five-year block is noted in the homepage of CHE members' profile as reminder. In the same homepage, CHE members can access to the history of MOC submission as well the MOC Policy & Requirements for their reference. For more information in the MOC Program, please refer to the MOC FAQ and MOC Policy & Guidelines on the College's website.

For more information contact us at:

[CHE@cchl-ccls.ca](mailto:CHE@cchl-ccls.ca)

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