



Advancement to Fellow (FACHE) Information

Earning the distinction of board certification in healthcare management as a Fellow of the American College of Healthcare Executives (FACHE) signifies your expertise, experience and commitment to continuing education and professional development. Just as members of the medical staff are board certified, having the FACHE credential by your name indicates a level of achievement in the profession.

The credentialing system is multifaceted and involves academic preparation, healthcare management experience, ACHE tenure, passing the Board of Governors Examination in Healthcare Management, continuing education, references, and community and civic involvement.

I. **Big Picture:**

Step 1: Meet all of the eligibility [requirements](#):

1. Current Member with three (3) years tenure as an ACHE Member, Faculty Associate, or International Associate. Student membership does not count toward tenure.
2. Master's degree (or other post-baccalaureate degree). A copy of your diploma or final conferred transcript is required.
3. Currently hold an executive healthcare management position with a minimum of five (5) years of executive healthcare management experience. A copy of your job description, organizational chart and resume is required.
4. Demonstrate 36 hours of healthcare-related continuing education within the last three (3) years of submitting an application (12 hours must be ACHE Face-to-Face education).
5. Two (2) examples of community/civic activities AND two (2) examples of healthcare-related activities within the last three (3) years of submitting an application.
6. Two (2) references: One (1) Fellow reference (must be a structured interview), the second reference may be from a senior-level executive (VP or higher) in your organization, OR it may be from a second Fellow.
7. \$250 Application Fee (non-refundable).

Step 2: Submit your advancement application. Upon approval, you will have two (2) years in which you must take and pass the Board of Governors Exam.

Step 3: Prepare for your Exam.

Step 4: Register for the Exam and pay the \$200 Exam fee. Exam eligibility will be valid for the two year duration of the approved fellow application.

II. **Tips for preparing for the BOG Exam**

- a. [Board of Governors Exam Online Tutorial](#)

What should I expect for the exam?

Examination Preparation – Resource Options

Online Tutorial

April 18 – July 24, 2018
August 22 – November 20, 2018

- 12-week self-study course
 - \$410 (Online Tutorial Only)
 - \$495 (Online Tutorial and Print Book or eBook), plus shipping and tax
- Access to PowerPoint slides, audio lectures, reading materials and a group message board
- Opportunities to engage with other tutorial participants in online community
- 6 ACHE Qualified Education Credits



b. [Board of Governors Exam Review course \(face-to-face\)](#)

Why a Review Course?

To do your best on the exam, you need to be thoroughly prepared, and this 2 ½ day review course will help you. This course will provide you with a breadth of information across all 10 areas, as well as testing strategies, sample questions and a better understanding of the examination's content, structure and scoring.

- 19 ACHE Face-to-Face education credits

Board of Governor Exam Fee Waiver

When you submit your completed application by June 30, 2018, along with the \$250 application fee and all supporting documents, we will waive the \$200 Board of Governors Exam fee. The waiver will be valid for six months after your application has been approved. *Please note all materials (e.g., references) must be submitted by June 30 for the waiver to be valid.*

c. [Board of Governors Exam Study Set](#)

What should I expect for the exam?

Examination Preparation – Resource Options

ACHE Board of Governors Exam Study Set



Price: \$240.00

[Introduction to the Financial Management of Healthcare Organizations, Seventh Edition](#)
Michael Nowicki, EdD, FACHE, FHFMA

[The Well-Managed Healthcare Organization, Eighth Edition](#)
Kenneth R. White, PhD, RN, FACHE, and John R. Griffith, LFACHE

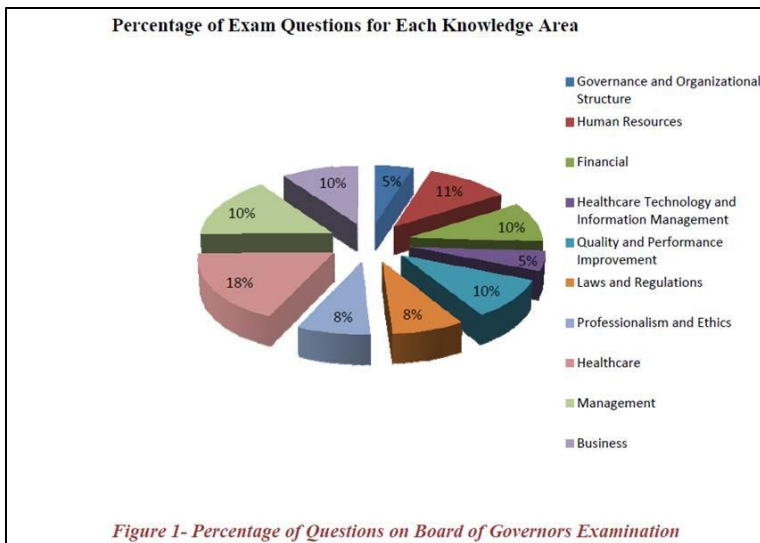
[Human Resources in Healthcare: Managing for Success, Fourth Edition](#)
Bruce J. Fried, PhD, and Myron D. Fottler, PhD



- d. [Reference Manual](#)
- e. [New ACHE BOG Exam Flash Cards](#)
- f. Study Groups

III. What to Expect on BOG Exam

- a. 200 multiple choice questions
- 10 knowledge areas
- 6 hours to complete



IV. Helpful Information:

ACHE Tuition Waiver Assistance Program

- a. Every 3 years, you can apply for a tuition waiver for certain ACHE educational programming due to economic hardship.
- b. Eligible programs will be publicized on ache.org and in brochures and newsletter announcements.
- c. All requests are due no earlier than 16 weeks and no later than 8 weeks before the program date, except for ACHE self-study courses, which have quarterly application deadlines.
- d. You will have to cover your own travel expenses, and your organizational upline will need to submit a letter in support of your request.

Special Bonus for Eligible Course Participants:

Eligible participants in the review course will receive a waiver for the \$200 fee to take the Board of Governors Examination. The waiver must be used within six (6) months of the course date. An eligible participant is one who has an active application on file and has been approved to take the Exam by ACHE.

V. More Information

- a. Online Resources
 - i. ACHE Credentialing Website
 - ii. ache.org/FACHE
 - iii. [Credentialing FAQs](#)
- b. ACHE Customer Service Center
 - i. (312) 424 –9400
 - ii. contact@ache.org
- c. ACHE Healthcare Experience Decision Matrix
 - i. http://www.ache.org/membership/credentialing/HME_Decision_Matrix.pdf
- d. ACHE Education Credit Hours
 - i. ache.org/Events