

AHE SEAL OF REVIEW AND RECOGNITION APPLICATION



Program Submission Guidelines:

Please make sure that all program submission materials adhere to the guidelines below.

- Sentences in the submitted program for review must follow rules of formal grammar, and be formatted properly. Be sure to perform spelling and grammatical checks before submission and reference MLA or APA formatting directives as necessary.
- Submitted materials should be in compliance with regulatory agencies and guidelines, including but not limited to, Joint Commission, EPA, CDC, OSHA, FDA, and industry accepted guidance documents through AHE.
- Technical terms and definitions used should be reviewed for accuracy prior to submission.
- All supporting source material (print, non-print, and online) should be clearly cited within submitted program documents by parenthetical citations, endnotes, bibliography, or a works cited section.
- In all instances where the program document includes previously copyrighted material beyond fair use, permission from the copyright holder must be provided in writing, and signed and dated by the copyright holder.
- All sections of the submitted program (i.e. table of contents, chapters, addendums, references, etc.) must be clearly labeled within the document.
- Provide a final draft of the entire training or in-service package(s) in editable Microsoft ®Word or PowerPoint format. Also, provide an identical PDF file that will be an example of the finished program.
- Submit the online application and program for review in the formats listed above. If the contents of the program to be submitted are larger than 5 MB of data, the files can be submitted via a ZIP file or CD. Providing an online link to the complete training or in-service program(s) for web download and review will also be considered, provided the materials represent the entire program to be reviewed.

Review Process

- The key contact listed on the application will be notified within 48 hours of application receipt by AHE.
- Allow 8 weeks processing for review and determination of acceptance and award of the Seal. The review process will not begin until all application materials are received. If changes are recommended by the committee, allow 2 additional weeks for review of the submitted changes.
- AHE requires that ALL documents and supporting materials be submitted at the same time in order to facilitate a timely and expeditious review of the application materials in their entirety.
- If changes are recommended by the review committee, the applicant may agree to make the changes and resubmit for a second (and final) review or withdraw the application. No refunds will be given to applications that are withdrawn or do not meet program requirements. Please allow 2 additional weeks for review and confirmation of changes requested.
- Applicants must coordinate materials release with these deadlines.
- Approval of the training program does not constitute endorsement, certification, or sponsorship of products and services.

CONTACT INFORMATION			
Company Name: <input type="text"/>			
Company Address: <input type="text"/>			
City: <input type="text"/>	State: <input type="text"/>	ZIP: <input type="text"/>	
Phone Number: <input type="text"/>		Fax Number: <input type="text"/>	
Company E-Mail Address: <input type="text"/>			
Company Website (If Applicable): <input type="text"/>			
Primary Contact Name: <input type="text"/>		Primary Contact Phone: <input type="text"/>	
Primary Contact E-mail Address (if different from above): <input type="text"/>			
Program Title: <input type="text"/>			
Targeted Program Start Date: <input type="text"/>			

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APPLICATION QUESTIONS:

Please complete each question in 500 words or less. Submit in a separate Word document.

- Are there any disclosures to be made by the key contact, or the company, that may present a conflict of interest? If yes, please explain.
- Please provide a description of your program. This should include background information on the program, program purpose, targeted audience, and related outcomes based learning objectives. Use action verbs such as “demonstrate”, “analyze”, “explain”.
- Please explain how this program will benefit from the AHE Seal of Review and Recognition. How might this have an influence on your targeted audience?

PROGRAM SUBMISSION:

Please submit the application with ALL corresponding program materials for review by:

Mail:

Association for the Healthcare Environment
c/o AHE Seal of Review and Recognition Program
155 N. Wacker Drive, Suite 400
Chicago, IL 60606-1725

E-mail:

Attn: AHE Seal of Review and Recognition Program
aha@aha.org

Online Link:

If you have an online link to which you have uploaded your materials for download and review, please include the web address here:

APPLICATION FEE INFORMATION:

Fees as outlined below must be received by AHE before the technical review period begins for **each** program submitted. Fees are due at the time of submission and are non-refundable.

Description	Fee
Application Fee: The basic fee for application processing and determination of eligibility. *	\$200 (per program) <i>* If the application meets submission guidelines, the \$200 will be applied to the \$8,000 due for the technical review process.</i>

Payment Information

Check or Money Order enclosed. Payable to: AHE c/o Seal of Review and Recognition Program
Send to: 155 N. Wacker Drive, Suite 400, Chicago, IL 60606
**** Check and Money Orders must arrive at the AHE office along with application materials.**

The Association for the Healthcare Environment will keep all information entered on this form strictly confidential.

Return application and program materials **with payment information** to: aha@aha.org or via mail to the address listed in the application. You will receive an electronic confirmation when application has been processed. If you have any questions about the application, please contact the Association for the Healthcare Environment via phone at 312-422-3860 or via e-mail at aha@aha.org.