

## Hospital Trustee Education Certification Program Enrollment Form 2018

*For participation in 2018, enrollment forms must be submitted to the NHA by March 31, 2018.*

The following Nebraska hospital trustee would like to enroll in the 2018 Nebraska Hospital Association Research and Educational Foundation (NHAREF) Hospital Trustee Community Accountability Education Certification Program:

Name \_\_\_\_\_

Position held on the board \_\_\_\_\_

Hospital/Health System Name \_\_\_\_\_

Address, City, State, ZIP \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Trustee e-mail address: \_\_\_\_\_

Hospital contact e-mail address: \_\_\_\_\_

### Please answer the following questions:

1. The NHAREF Trustee Education Certification Program is an annual program that must be completed by Dec. 31, 2018. Do you plan to complete the certification program by this date?

☐ Yes ☐ No

2. Please indicate which best describes your status as a trustee:

☐ **First-Time Hospital Trustee Education Certification Program participant**

Hospital trustees/board members **seeking trustee education certification for the first time in this program** are required to complete **12 hours** of approved education to meet the requirements for the Trustee Education Certification Program. Up to 8 of these hours may be from a trustee orientation program completed during a previous year. How many additional hours do you anticipate needing to complete in 2018 to comply with the required 12 hours of trustee educational credits this year? Number of remaining hours \_\_\_\_\_. (Retain a timed agenda from each program attended for documentation.)

☐ **Second-Year Certified Hospital Trustee Education Certification Program participant**

If this is your second year of becoming certified in the Hospital Trustee Education Certification program, trustees are required to complete **8 hours** of continuing board education. Every two years, at least four of these hours must be at a face-to-face program. (Retain a timed agenda from each program attended for documentation.)

☐ **Third or More-Year Certified Hospital Trustee Education Certification Program participant**

If this is your third year (or more) of becoming certified in the Hospital Trustee Education Certification program, trustees are required to complete **8 hours** of continuing board education, but they **may count committee time as part of these hours**. Qualifying committee meetings include hospital committees or another organization/community committee where they are representing the hospital or serving due to their role as a hospital trustee. Every two years at least four of these hours must be at a face-to-face program. (Retain a timed agenda from each program and board meeting attended for documentation.)

**NHA Board-Certified Hospital**

- ☐ My hospital would like to become a NHA Board-Certified Hospital (Separate documentation required at end of year for this certification. This separate from individual trustee certification.)

**There are no  
fees involved.**

**Please return this form by March 31, 2018 to:**

klarson@nebraskahospitals.org | Fax: (402) 742-8191 | [www.nebraskahospitals.org](http://www.nebraskahospitals.org)