

## Program Goals

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The American Society for Health Care Engineering (ASHE) is dedicated to supporting and promoting ASHE Chapters to advance shared goals, support individual members, and optimize the health care built environment. The ASHE Chapter Awards Program was developed to recognize and acknowledge chapter accomplishments and rewards chapters for being full-fledged partners with ASHE in achieving its mission and goals.

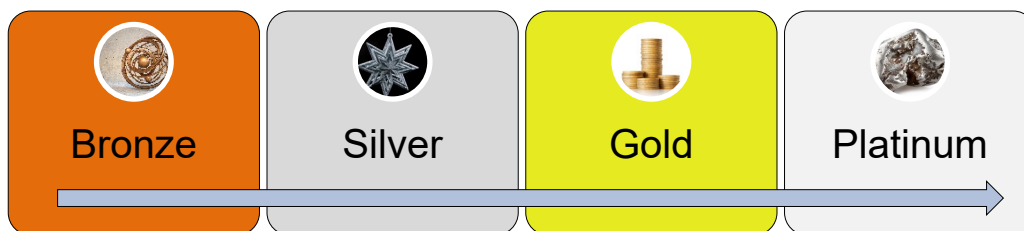
The objectives of the ASHE Chapter Awards Program are to:

1. Provide an organized structure at the local and/or state level for members of the Society and others in the field of health care facilities management.
2. Enable members to work together on problems of common interest, such as advocacy issues.
3. Help facilities managers and engineers meet the challenges of health care today and tomorrow.
4. Enhance the channels of communication between ASHE and its members.
5. Enhance the body of knowledge of the fields related to the environment of care in health care facilities, including, but not limited to, facilities management, engineering, clinical and biomedical engineering, technology management, and safety and security management.
6. Promote the purposes of, and membership in, ASHE.

## Award Levels and Elite Status

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There are four award levels – each increasing in the scope of requirements.



### Elite Chapter Status

Elite chapter status is a bonus distinction to recognize chapters that have focused, increased initiatives in sustainability. Chapters seeking to achieve platinum, gold, silver, and bronze level awards must meet all the criteria set for each of those levels. The Elite distinction is added to the chapter awards (e.g., Platinum Elite, Gold Elite, Silver Elite, or Bronze Elite). Each chapter will be awarded for their participation according to the level they meet in the regular ASHE Awards Program.



## Application Process and Important Dates

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### Important Chapter Award Dates

Step	Deadline
Application portal launched	January 6
<b>Applications due</b>	<b>April 1</b>
Application review and award levels established	April 1 – June 15
Chapters notified of award results	June 15
Chapters receive awards and are recognized on site at the Chapter Leadership Forum (CLF) and the <a href="#">Health Care Facilities Innovation Conference (HFIC)</a>	July 27-30

### Application Process

- All applications must be received on April 1, 2025 by 11:59 p.m. CT. The online portal will be shut down at that time and no additional applications will be accepted. Please note there will be no exceptions.**
- Read the ASHE Chapter Awards Program Guide (this document) entirely before beginning the application process.
- Review the [online application portal](#) and be prepared to answer all questions and upload all required documentation. Remember the “wild card” option (see information in this document).
- Assemble and organize all of your supporting documentation electronically before you begin this application. Please scan/save all documents for each category (e.g., communications, education, etc.) into a single .pdf. All documents and supporting materials submitted must be within the 2024 calendar year (January to December 2024).
- Please allow enough time to complete this online application in its entirety (including all required documentation uploaded). You will have the opportunity to save your answers and return later to complete the application, so consider working on the application one section at a time.
- To be eligible for Chapter Status and Chapter Awards, this form must be completed in its entirety and submitted along with all required supporting documentation via this portal.
- Double-check your submission for accuracy and completeness. **Incomplete applications will be deemed ineligible. Only include the information and documentation required according to this form.**
- Application and all documentation must be submitted in the online portal. **Applications may not be received by fax, e-mail, or hard-copy submissions.**
- Maintain a copy of your application/submission for your files.

## Level Requirements and Awards Incentives

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Each award level includes a different set of requirements. Platinum level has the highest amount of requirements, Gold the second highest, and so on. Similarly, each award level has different incentives.

Once the application process is complete, ASHE staff reviews all applications and supporting documentation. Based on information submitted, chapters will be categorized into one of the four different Award levels and Elite status will be determined.



### Wild Card Requirement Option

If your chapter is unable to meet the requirements needed for a given award level, your chapter has the option of substituting one **Wild card** for the missing requirement.

To obtain a **Wild card**, a Chapter needs to host an [ASHE Hosted Program](#) during the reporting year (Jan 1 to December 31). *Note: This does not include having the ASHE President, Regional Representatives, or ASHE professional staff present at your chapter event.*

### Platinum Level Requirements

- **Chapter Education Programs:** Offer a minimum of 24 contact hours of annual chapter educational programming. Chapters must provide supporting documentation for education hours provided. **Please note if your Chapter applied for and obtained CECs through ASHE, there is no need to provide supporting documentation for those hours.** Brochures, flyers and agendas with date/time are required.
  - **IMPORTANT:** Calculate education hours only. Exhibits, social events, board meetings, lunch, etc. do not count toward total hours.
- **Chapter Leadership Forum Participation:** At least three-chapter members, two of whom are chapter officers, must attend the annual Chapter Leadership Forum.
- **Emerging Regional Leader Award:** 2025 ASHE Emerging Regional Leader Award candidate must be submitted via [online application](#) **by April 1, 2025.**
- **Chapter Officers ASHE Membership:** The Chapter President and President-elect must hold active ASHE membership at the time of award submission.
- **Advocacy Liaison:** The 2024 appointed Chapter Advocacy Liaison must have attended all scheduled quarterly chapter leader/advocacy webinars in 2024.
- **Chapter Website and ASHE URL:** The Chapter must have an active website with at least one link back to [www.ashe.org](http://www.ashe.org).
- **Chapter Communications:** The chapter must have sent out at least 12 copies of various chapter communications that were distributed to chapter members during the 2024 calendar year. All communications must have been newsworthy and specific to the local chapter, ASHE and/or industry/profession. Communications can be in print and/or electronic format. Examples of communications include:
  - Newsletters/eNewsletters
  - Information articles
  - Advocacy alerts
  - Chapter/Industry/ASHE announcements

- **Operating Budget:** The Chapter must maintain proper financial documentation and provide one of the following:
  - Copy of Annual Operating Budget
  - Copy of committee minutes showing the budget was approved by your Board/Executive Committee.
- **Annual Planning:** The Chapter must demonstrate annual planning activities and provide one of the following:
  - Copy of annual strategic plan
  - Copy of annual marketing/promotional plan
  - Copy of chapter goals/objectives, etc.

## Platinum Level Award Incentives

- A commemorative plaque in recognition of the chapter's achievement.
- One of the following certification exam fee voucher packages (***note: recipients must be first-time test takers and current ASHE members***):
  - Four CHFM exam fee vouchers
  - Two CHFM exam fee vouchers and one CHC exam fee voucher
  - Two CHC exam fee vouchers
- One [professional ASHE Staff Faculty presentation](#) at your conference.
- Two [Health Care Facilities Innovation Conference \(HFIC\)](#) registration fee vouchers
- Four ASHE membership dues vouchers (good for one year of member dues (***note: must be awarded to non-ASHE members within the local chapter area.***))
- Two ASHE publication vouchers (used for a select list of titles)

## Gold Level Requirements

- **Chapter Education Programs:** Offer a minimum of 20 contact hours of annual chapter educational programming. Chapters must provide supporting documentation for education hours provided. **Please note if your Chapter applied for and obtained CECs through ASHE, there is no need to provide supporting documentation for those hours.** Brochures, flyers and agendas with date/time are required.
  - **IMPORTANT:** Calculate education hours only. Exhibits, social events, board meetings, lunch, etc. do not count toward total hours
- **Chapter Leadership Forum Participation:** At least three chapter members, one of whom are chapter officers, must attend the annual Chapter Leadership Forum.
- **Emerging Regional Leader Award:** 2025 ASHE Emerging Regional Leader Award candidate must be submitted via [online application](#) **by April 1, 2025.**
- **Chapter Officers ASHE Membership:** The Chapter President and President-elect must hold active ASHE membership at the time of award submission.
- **Advocacy Liaison:** The 2024 appointed Chapter Advocacy Liaison must have attended all scheduled quarterly chapter leader/advocacy webinars in 2024.
- **Chapter Website and ASHE URL:** The Chapter must have an active website with at least one link back to [www.ashe.org](http://www.ashe.org).

- **Chapter Communications:** The chapter must have sent out at least 8 copies of various chapter communications that were distributed to chapter members during the 2024 calendar year. All communications must have been newsworthy and specific to the local chapter, ASHE and/or industry/profession. Communications can be in print and/or electronic format. Examples of communications include:
  - Newsletters/eNewsletters
  - Information articles
  - Advocacy alerts
  - Chapter/Industry/ASHE announcements
- **Operating Budget:** The Chapter must maintain proper financial documentation and provide one of the following:
  - Copy of Annual Operating Budget
  - Copy of committee minutes showing the budget was approved by your Board/Executive Committee.
- **Annual Planning:** The Chapter must demonstrate annual planning activities and provide one of the following:
  - Copy of annual strategic plan
  - Copy of annual marketing/promotional plan
  - Copy of chapter goals/objectives, etc.

## Gold Level Award Incentives

- A commemorative plaque in recognition of the chapter's achievement.
- One of the following certification exam fee voucher packages (***note: recipients must be first-time test takers and current ASHE members***):
  - Three CHFM exam fee vouchers
  - One CHFM exam fee voucher and one CHC exam fee voucher
- One [professional ASHE Staff Faculty presentation](#) at your conference.
- Two [Health Care Facilities Innovation Conference \(HFIC\)](#) registration fee vouchers
- Three ASHE membership dues vouchers (good for one year of member dues (***note: must be awarded to non-ASHE members within the local chapter area.***))
- One ASHE publication vouchers (used for a select list of titles)

## Silver Level Requirements

- **Chapter Education Programs:** Offer a minimum of 12 contact hours of annual chapter educational programming. Chapters must provide supporting documentation for education hours provided. **Please note if your Chapter applied for and obtained CECs through ASHE, there is no need to provide supporting documentation for those hours.** Brochures, flyers and agendas with date/time are required.
  - **IMPORTANT:** Calculate education hours only. Exhibits, social events, board meetings, lunch, etc. do not count toward total hours.
- **Chapter Leadership Forum Participation:** At least two chapter members, one of whom are chapter officers, must attend the annual Chapter Leadership Forum.
- **Emerging Regional Leader Award:** 2025 ASHE Emerging Regional Leader Award candidate must be submitted via [online application](#) **by April 1, 2025.**

- **Chapter Officers ASHE Membership:** The Chapter President and President-elect must hold active ASHE membership at the time of award submission.
- **Advocacy Liaison:** The 2024 appointed Chapter Advocacy Liaison must have attended all scheduled quarterly chapter leader/advocacy webinars in 2024.
- **Chapter Website and ASHE URL:** The Chapter must have an active website with at least one link back to [www.ashe.org](http://www.ashe.org).
- **Chapter Communications:** The chapter must have sent out at least 6 copies of various chapter communications that were distributed to chapter members during the 2024 calendar year. All communications must have been newsworthy and specific to the local chapter, ASHE and/or industry/profession. Communications can be in print and/or electronic format. Examples of communications include:
  - Newsletters/eNewsletters
  - Information articles
  - Advocacy alerts
  - Chapter/Industry/ASHE announcements
- **Operating Budget:** The Chapter must maintain proper financial documentation and provide one of the following:
  - Copy of Annual Operating Budget
  - Copy of committee minutes showing the budget was approved by your Board/Executive Committee.
- **Annual Planning:** The Chapter must demonstrate annual planning activities and provide one of the following:
  - Copy of annual strategic plan
  - Copy of annual marketing/promotional plan
  - Copy of chapter goals/objectives, etc.

## Silver Level Award Incentives

- A commemorative plaque in recognition of the chapter's achievement.
- One of the following certification exam fee voucher packages (***note: recipients must be first-time test takers and current ASHE members***):
  - Three CHFM exam fee vouchers
  - One CHFM exam fee voucher and one CHC exam fee voucher.
- One [professional ASHE Staff Faculty presentation](#) at your conference.
- One [Health Care Facilities Innovation Conference \(HFIC\)](#) registration fee vouchers
- Two ASHE membership dues vouchers (good for one year of member dues (***note: must be awarded to non-ASHE members within the local chapter area.***))

## Bronze Level Requirements

- **Chapter Education Programs:** Offer a minimum of 8 contact hours of annual chapter educational programming. Chapters must provide supporting documentation for education hours provided. **Please note if your Chapter applied for and obtained CECs through ASHE, there is no need to provide supporting documentation for those hours.** Brochures, flyers and agendas with date/time are required.
  - **IMPORTANT:** Calculate education hours only. Exhibits, social events, board meetings, lunch, etc. do not count toward total hours

- **Chapter Leadership Forum Participation:** At least one chapter member must attend the annual Chapter Leadership Forum.
- **Chapter Officers ASHE Membership:** The Chapter President and President-elect must hold active ASHE membership at the time of award submission.
- **Advocacy Liaison:** The 2024 appointed Chapter Advocacy Liaison must have attended all scheduled quarterly chapter leader/advocacy webinars in 2024.
- **Chapter Website and ASHE URL:** The Chapter must have an active website with at least one link back to [www.ashe.org](http://www.ashe.org).
- **Chapter Communications:** The chapter must have sent out at least 4 copies of various chapter communications that were distributed to chapter members during the 2024 calendar year. All communications must have been newsworthy and specific to the local chapter, ASHE and/or industry/profession. Communications can be in print and/or electronic format. Examples of communications include:
  - Newsletters/eNewsletters
  - Information articles
  - Advocacy alerts
  - Chapter/Industry/ASHE announcements
- **Operating Budget:** The Chapter must maintain proper financial documentation and might include:
  - Copy of Annual Operating Budget
  - Copy of committee minutes showing the budget was approved by your Board/Executive Committee.
- **Annual Planning:** The Chapter must demonstrate annual planning activities and provide one of the following:
  - Copy of annual strategic plan
  - Copy of annual marketing/promotional plan
  - Copy of chapter goals/objectives, etc.

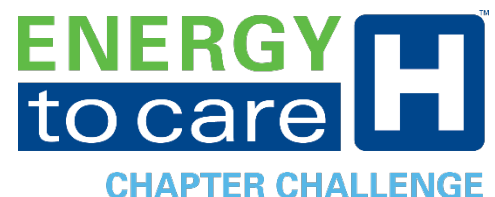
## Bronze Level Award Incentives

- A commemorative plaque in recognition of the chapter's achievement.
- One CHFAM exam fee voucher. (***note: recipients must be first-time test takers and current ASHE members***)
- One [Health Care Facilities Innovation Conference \(HFIC\)](#) registration fee voucher
- One ASHE membership dues vouchers (good for one year of member dues (***note: must be awarded to non-ASHE members within the local chapter area.***))
- One [professional ASHE Staff Faculty presentation](#) at your conference.

## Elite Status Distinction Requirements

The Elite" chapter status distinction is a bonus chapter award based on special added criteria, which includes:

- Participation in the [Energy to Care Chapter Challenge](#) during the reporting year (e.g., For the 2025 Chapter Awards, Chapters needed to commit to participate in the



2025 Chapter Challenge by April 1, 2024, which evaluated work done in 2024 and awarded in 2025.)

- Appointment of a sustainability liaison
- Liaison attendance at quarterly Chapter/Liaison calls and reporting back to chapter members
- Liaison participation in the MyASHE Sustainability Liaison Community
- Liaison participation in the Advocacy and Sustainability SharePoint site

Elite status is added to the chapter awards (Chapters can be Platinum, Gold, Silver, Bronze or Platinum Elite, Gold Elite, Silver Elite, Bronze Elite).

## Chapter Awards Recognition and Promotion

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ASHE is dedicated to supporting chapters to attain the highest award level possible. In addition, we aim to promote your accomplishments as much as possible. Your Chapter will be recognized in the following ways:

- The [ASHE Chapter webpage](#) and the [Chapter Award webpage](#) will be updated with the 2025 Chapter Award winners.
- Recognized in an ASHE Health Care Facilities Innovation Conference Press Release
- Notice in HFM Insider Newsletter
- Promotion in HFM magazine print edition
- Inclusion in ASHE Advisory Board Quarterly Newsletter
- Inclusion in ASHE Chapter Connections Newsletter
- Mention during Quarterly Chapter Leader Call
- Promotion onsite at the Health Care Facilities Innovation Conference
  - Chapter Leadership Forum award distribution, photographs, slides and opening speech
  - Walk in slides in the general sessions
- Social media promotion via the ASHE LinkedIn page
- An award logo (digital) for use on web pages, letterhead, or any chapter promotional materials.

## Questions?

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Please reach out to Jenny Hull, lead specialist, ASHE governance and chapter relations at [jhull@aha.org](mailto:jhull@aha.org) or 312-422-3831.