



Certification Programming Committee

The goal of the committee is to support the Certification Specialist and the IAAHPC administrator with projects directly related to the educational content and delivery model of the AHPC Certification Program. There should be a sufficient number of members to share the work. To improve QoL for members and promote fresh viewpoints, there will be a finite term of service.

1. Members

- a. At least 5 council members are in position at all times. 5-7 positions is considered ideal for this committee.
- b. Members will need to commit to the committee for the two-year term, renewable up to 3 times by re-application process.
- c. Chair- additional 2 year term. Selected from committee members by application process and BOD vote.
- d. Vice-Chair- 4 year term (2 years as Vice-Chair, 2 years as Chair). Selected from committee members by application process and BOD vote.
- e. Must be an eligible CHPV/CHPT or hold a SW Certificate (including current enrollees and new graduates).
- f. Invited to serve by the Certification Chair and BOD after application and interview process is completed.
- g. Applications are due by May 1st.
- h. Potential committee members will be contacted to schedule interviews by May 15th.
- i. Successful applications will be contacted and offered a position on the committee by June 1st.
- j. The two year term begins June 1st.

2. Area of Focus

- a. Prospective members to indicate which area of focus best suits their skills and interests.
 - i. Please rank as 1st, 2nd, and 3rd choice.
 - Financial partnerships
 - Works to secure financial backing for the program. A working budget must be determined with allocated funds to maintain it. Example partners include pharmaceutical companies, veterinary charities, product manufacturers, and associations.

- Curriculum revision
 - Reviews surveys and provides recommendations for curriculum alterations. Helps identify ideal candidates for content delivery and assists in its development.
 - Record Keeping
 - Maintains committee records as well as program records regarding current, potential, and prior students.
 - Marketing
 - Identifies strategies for increasing program awareness. Works closely with the Administrator and Marketing committee to build materials, edit the website, and expand on ideas outside of conventional thinking.
 - Graduate ongoing involvement
- b. In the event one or more committee positions are vacant, unfilled areas of focus will be shared among the remaining members until all positions are filled.
4. Commitment/Expectations
- a. Full committee meetings held virtually meetings once a month, one hour in duration.
 - b. Project updates as needed and assigned.
 - c. Timely responses to business conducted by email, including motions, discussions, and official committee voting procedures.
 - d. Be willing/able to connect with other committee and council members and IAAHPC leadership for committee items.
 - e. There will be an advisory committee in place consisting of the program developers who can be utilized for questions and guidance regarding the program.
 - f. There will also be a committee dedicated to partnerships with professional schools, working to integrate the program into their curricula.



IAAHPC Certification Programming Committee Application

Return to: hrvethospice@gmail.com by May 1st, 2020 with current CV, can use additional pages if needed.

Name: _____ Date: _____

Address: _____

Email Address: _____

Phone Number: _____

Current Employer & Title: _____

When did you complete the AHPC Certification Program (provide year)? _____

Why would you like to serve on the IAAHPC AHPC Programming Council? _____

What strengths and contributions are you confident you will add to the Committee? _____

Also, which Committee area of focus (Curriculum, Financial, Marketing, Record Keeping) best suits your skillset and why? _____

What do you consider strengths & weaknesses of the current AHPC certification course? _____

Do you have experience in higher education or serving in a similar position? _____

What do you think the biggest opportunity is regarding the AHPC certification program? _____

What would be your biggest challenge serving on this committee? _____

Is there anything else you'd like us to consider in your application? _____
