

The NACHC CFO Institute (CFOI) is designed for new health center CFOs to ensure that you have the training, resources, and support you need to successfully lead your health center in today's ever changing healthcare environment. This curriculum is designed with the "new" CFO in mind (3 years or less experience), but is open for all to apply.

CFOI is a six month program designed to provide interactive and action-oriented learning experiences that meet the training needs of new CFOs.

5 Curriculum Components

In-Person Training Sessions (2):

- A two day face-to-face training at the beginning of the Institute designed for participants to engage and learn through shared experiences and case studies
- A one day face-to-face training at the end of the Institute designed for participants to summarize their learning during the Institute and create a personal action plan to use as a guide as they continue their professional development beyond the six month program

Interactive Webinars

- A virtual classroom designed to provide expert coaching and peer to peer interaction

This curriculum is designed to help you stay grounded in the "big picture" – on the long-term strategy and mission of the health center – not tangled up in the short-term fires that can distract you from your overarching job as CFO.

You will use the real-life challenges you are facing today to develop strategic leadership skills, health center knowledge, and peer contacts that you can use now and throughout your career.

To ensure that the group size is small enough to foster connections and meaningful participation, the Institute is limited to approximately 60 participants. Participants who successfully complete all aspects of the Institute will receive a certificate of completion and be inducted into the Leadership Trainings Graduate Network during the closing in-person session.

"Just-In-Time" Online Modules

- Self-study content developed to complement the interactive webinars, through pre-work that builds the baseline knowledge of a topic, paired with additional resources.

Online Community

- A "safe space" where new CFOs learn from the experiences of others while also sharing ideas, knowledge and practices

Peer Mentoring

- Seasoned health center CFOs provide support, encouragement, and knowledge to participants who are just beginning their tenure at their health center

Institute Learning Objectives:

- The participant will examine the strategic role of the CFO and demonstrate knowledge of key health center performance measures.
- The participant will identify and apply effective leadership skills and competencies such as: demonstrating effective communication skills, building beneficial interpersonal relationships, distinguishing ways to adjust one's leadership style based on the situation, and displaying the critical thinking skills and abilities to lead others toward common goals.
- The participant will identify and utilize key strategies to ensure productive working relationships with internal and external partners (the community, board, CEO, etc).
- The participant will demonstrate the ability to make strategic decisions using appropriate data.
- The participant will identify and implement key strategies to achieve high performance at the health center.

*Pricing Information

- **Early Bird Registration Fee:** \$1,295 if registration received by September 10, 2018
- **Regular Registration Fee:** \$1,495 if registration received after September 10, 2018

**All travel expenses and accommodations related to the Institute are your responsibility and are not included in the registration fee*

Apply today at:
www.nachc.org
and click Trainings

The Institute-At-a-Glance

October 2018	October 14-15, 2018	November 2018 - March 2019	April 9, 2019
Online Community Development & Kick-off	2-Day In-Person Session Prior to NACHC FOM-IT	Webinars, "Just-In-Time" Modules, & Peer Mentoring	1-Day In-Person Session Prior to a NACHC Cultivating Health Center Operations Training Date TBD

Participant Commitment At-a-Glance

	October	November	December	January	February	March	April
PARTICIPANT Time Commitment	Participate in join community forum, and attend 2-day training in Las Vegas (Pre-FOM-IT) (~20-22 hours)	Participate in 1 webinar, 1 Just-In-Time module, 1 mentor group call, and community forum (~6-8 hours)	Participate in 1 webinar, 1 Just-In-Time module, 1 mentor group call, and community forum (~6-8 hours)	Participate in 1 webinar, 1 Just-In-Time module, 1 mentor group call, and community forum (~6-8 hours)	Participate in 1 webinar, 1 Just-In-Time module, 1 mentor group call, and community forum (~6-8 hours)	Participate in 1 webinar, 1 Just-In-Time module, 1 mentor group call, and community forum (~6-8 hours)	Attend 1-day training in Kansas City, MO (Pre-CHCO) (~8 hours)

Dates of each session will be updated online on a rolling basis until the course curriculum is finalized.

Go to: www.nachc.org and click **Trainings** for updates.

This is what our participants are saying:

“I now have access to a national “think tank” and resources that will help me support the health center and, I can bounce ideas off of individuals before I present them to my leadership team. The resources were phenomenal! The online portal has allowed me to work at my own pace and listen to the recordings as needed. Thank you!”

“The knowledge and connections I gained through the Institute are priceless. NACHC afforded CFOs the opportunity to join a network that will be continuously beneficial.”

How to Apply and Register

Acceptance into the Institute is a two part process: application and then registration.

1. To apply online simply click [here](#) and complete the PDF form.

Email the completed form with the **Subject Line: NACHC 2018 CFO Institute** to trainings@nachc.org

OR

Print the CFO Institute Application.pdf and fax it **Attn: Gerrard Jolly to (301) 347-0459**.

2. Applications will be reviewed by the course faculty, and you will be notified of your status into the program within one week of submission. Participant requirements: This curriculum is designed with the “new” CFO in mind (3 years or less experience), but is open for all to apply.
3. **Once notified of acceptance to the CFO Institute, you will be provided with a link to complete your registration and payment for the course.** *If this is not completed within 10 days of notification, your place in the course will be released to another participant and you must begin the process again from the beginning.*
4. Applications will be accepted on a rolling basis until course is full (approximately 60 participants). A waiting list will be developed once the course has reached capacity, and wait listed registrations will be given priority registration to fill a cancellation spot.

*Schedule of Program Fees

Payment will be collected once notified of acceptance into the program.

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- **Regular Registration Fee:** \$1,495 if registration received after September 10, 2018

**All travel expenses and accommodations related to the Institute are your responsibility and are not included in the registration fee*

NACHC Cancellation Policy:

All Cancellations must be in writing and must be received at NACHC on/before September 17, 2018.

- Cancellations received on/before September 17, 2018 will be assessed a \$100 processing fee.
- Cancellations received after September 17, 2018 are not refundable.
- Substitutions may be made without additional charge prior to the start of the two-day in-person training as long as the new participant meets the course requirements. All requests for substitutions or cancellations must be made in writing and receive NACHC approval.
- “No Shows” are non-refundable.

To cancel your reservation, please send a request in writing to Gerrard Jolly at trainings@nachc.org.

Application

Name _____

Degree/Certification (if any): _____

Title: _____

Organization (no acronyms): _____

Full Mailing Address: _____

Telephone: _____ Cell Phone (emergency) _____

Email: _____

Assistant's Name: _____ Email: _____

1. Do you currently work for a federally qualified health center? Yes No

2. Do you currently work for a Look-Alike FQHC? Yes No

3. If no, what type of organization do you currently work for? _____

4. How many years have you been employed at a health center? _____ As a CFO? _____

5. Please provide a brief summary of your professional experience (including relevant experience prior to your current position or with a health center).

Optional: Include a copy of your current biographical sketch (no more than ½ page).

6. Please name 3-4 things that you most want to learn and apply from this Institute.

2018 CFO Institute (CFOI)

7. Please initial each item indicating your commitment to participate in all aspects of the CFO Institute.

_____ I will attend the **TWO required In-Person trainings** as part of the CFO Institute. These trainings will take place on **October 14-15, 2018 in Las Vegas, NV**, just prior to the NACHC FOM-IT at the Planet Hollywood, Las Vegas, NV, and on April 9, 2019 just prior to the NACHC Cultivating Health Center Operations training at the Intercontinental Kansas City at the Plaza, Kansas City, MO. Registration for the larger NACHC conferences mentioned above is a separate process and expense from the Institute registration fee. All travel expenses and accommodations related to the Institute are your responsibility and are not included in the registration fee.

_____ I will actively participate in the CFO Institute Online Community Forum on a weekly basis.

_____ I will prepare for and actively participate in each of the scheduled webinars/conference calls throughout the six month Institute (approximately two per month).

_____ I will actively engage with the CFO mentors throughout the Institute.

_____ **I have received the endorsement and support of my CEO and/or Board of Directors to participate in ALL aspects of this learning opportunity, including travel commitments for the two required in-person training sessions.**

If you cannot agree to **ALL FIVE** conditions above, please explain:

8. Do you have any food allergies or dietary restrictions? If yes, please explain. _____

Please type in your name as your e-signature _____

Return this completed form via email to: trainings@nachc.org.
Please indicate **NACHC CFO INSTITUTE APPLICATION** in the subject line

OR

Return the completed form via fax to: (301) 347-0459, Attention Gerrard Jolly

You will receive notification of your acceptance in the course and payment instructions within 7–10 business days.

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