



CANADIAN COLLEGE OF  
HEALTH LEADERS  
COLLÈGE CANADIEN DES  
LEADERS EN SANTÉ

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Ottawa ON K2P 0J6  
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# Application Form Certified Health Executive (CHE) Program

(Please print or type)

Mr.       Mrs.       Ms.       Dr.       Other (Specify)

First Name

Last Name

Title

Organization

Address

City

Province

Postal Code

Telephone (Work)

Telephone (Alternative)

E-mail

Preferred language:  English       French

Where did you learn about the CHE Program:

Other (Specify)

## Start the application – [CHE FAQ](#)

Please review the 6 steps below before beginning your application. In the event your application is rejected, a refund will be issued, less \$156.51 (including HST) for our administration fee. There will be no refund of application fees after being accepted into the CHE program.

Be sure to include all required documents to avoid a delay in your application assessment. After we receive your completed application, with all required documents, the assessment time frame is 2- 3 weeks.

## Step 1 - CCHL membership

Please indicate your CCHL Member ID number:

CHE applicants must be a CCHL member in good standing when applying to the CHE Program. Your membership application will be processed prior to the CHE application when submitting both. If you are not a member as yet, please apply here: [College Membership Application](#)

## Step 2 – Degree. Are you applying with:

Your Master's or higher degree with a minimum of two consecutive years' experience in Canadian health leadership within the last three years



Your Bachelor degree with a minimum of five consecutive years' experience in Canadian health leadership within the last seven years and be able to demonstrate progressive and cumulative educational/professional advancement in health leadership through a prior learning assessment recognition (PLAR, additional fees apply)

**When applying with a Bachelor degree, applicants must also submit the [PLAR application](#) along with the CHE application. Additional fee applies to PLAR.**

PLAR application is included with my Bachelor degree

**Important note:** Degrees (Master and Baccalaureate) must be from a recognized Canadian accredited University. Should you have a degree from a foreign University, you must provide proofs of equivalence by a Canadian accredited university with your CHE application.

### Step 3 - Category and fees. Select the category you are eligible for:

Please note that partners and strategic alliances are subject to change without notice. For those applying to the CHE program, please check with the CHE team.

CATEGORY	FEES	DEFINITION
<b>Regular</b>	<b>\$970.95</b>	<input type="checkbox"/> Those not eligible under the other categories
<b>College Partners – Employers</b>  For applicants who are <u>currently employed</u> in the listed organizations	<b>\$783.01</b>	<input type="checkbox"/> Bethany Care Society <input type="checkbox"/> Bruyère Continuing Care <input type="checkbox"/> CIUSSS MCQ <input type="checkbox"/> Island Health <input type="checkbox"/> Lake of the Woods District Hospital (LWDH) <input type="checkbox"/> Members of the Canadians Forces working in health care <input type="checkbox"/> Menno Place <input type="checkbox"/> North East LHIN <input type="checkbox"/> Providence Health Care, BC <input type="checkbox"/> WorkforceEdge
<b>College Partner – Master’s Program</b>  For applicants who are <u>currently enrolled</u> in the listed Master’s programs	<b>\$519.91</b>	<input type="checkbox"/> Athabasca University – MBA for Health Leaders <input type="checkbox"/> Dalhousie University – MHA <input type="checkbox"/> Johnson-Shoyama Graduate School of Public Policy (JSGS) at the University of Regina/Saskatchewan – MHA <input type="checkbox"/> McGill University – IMHL Program <input type="checkbox"/> McMaster University – MHM <input type="checkbox"/> McMaster University, DeGroot School of Business – MBA with specialization in “Health Services Management” <input type="checkbox"/> Queen’s University – MBA program with Certificate in Health Management <input type="checkbox"/> Queen’s University – PhD HQ program <input type="checkbox"/> Queen’s University – MSc HQ program <input type="checkbox"/> Queen’s University – DSc RHL program <input type="checkbox"/> Royal Roads University, School of Leadership Studies – MA in Leadership (Health Specialization) <input type="checkbox"/> University of British Columbia – MHA <input type="checkbox"/> University of British Columbia – Sauder School of Business – EMBA in Health Care <input type="checkbox"/> Université de Montréal – MASS <input type="checkbox"/> Université Laval – maîtrise en développement des organisations – gestion stratégique du développement <input type="checkbox"/> University of Alberta – Fellowship Program in Health System Improvement, School of Public Health <input type="checkbox"/> University of Alberta, School of Public Health – MPH



		<input type="checkbox"/> University of Ottawa, Telfer School of Management – MHA <input type="checkbox"/> University of Saskatchewan, School of Public Health – MPH <input type="checkbox"/> University of Toronto, Bloomberg Faculty of Nursing – Master of Nursing – Health Systems Leadership and Administration (MN- HSLA) <input type="checkbox"/> University of Toronto, Health Policy Management and Evaluation – MHSc <input type="checkbox"/> University of Toronto, Rotman School of Business – MBA/GEMBA – HLS <input type="checkbox"/> University of Windsor, Odette School of Business, MBA/EMBA <input type="checkbox"/> York University, Schulich School of Business - MBA program with Specialization in Health Industry  <b>If you are applying to this category, please fill out the information :</b> * Date enrolled (MM/YYYY): * Expected year of completion (MM/YYYY):
<b>EXTRA</b>	<b>\$626.43</b>	<input type="checkbox"/> <b>Those enrolled in The Executive Training for Research Application (EXTRA) program - CFHI</b>
<b>College Partners – Certificate Program</b>  For applicants who are <u>currently enrolled</u> in the listed certificate programs	<b>\$845.66</b>	<input type="checkbox"/> Canadian Medical Association – PMI Institute <input type="checkbox"/> CNA-DWHLI (Canadian Nurses Association Dorothy Wylie Health Leaders Institute) <input type="checkbox"/> Fraser Health Leadership Development Program - Leading for Engagement <input type="checkbox"/> HealthCareCAN - LTCM Certificates <input type="checkbox"/> Red River College - Health Services Leadership & Management Certificate Program  <b>If you are applying to this category, please fill out the information :</b> * Date enrolled (MM/YYYY): * Expected year of completion (MM/YYYY):

### Step 4 – CHE Payment Information

Please note that fees are subject to change without notice. Payment will be processed on receipt of application. Upon assessment, should the application not meet the entrance criteria or applicants wish to withdraw from the review process, fees will be refunded to the applicant minus \$156.51 administrative fee.

- \$970.95 - Regular**
- \$783.01 - College Partners - Employers**
- \$519.91 - College Partners – Master’s Program**  
Name of university and Program:
- \$626.43 – Extra Program**
- \$845.66 - College Partners - Certificate Program**  
Name of Institution and Program:

#### Method of Payment

- Visa       Master Card       American express       Cheque enclosed (payable to CCHL)

Name on the Card (please print):

Expiry Date (MM/YYYY):

Signature:



**Step 5 – Required documents for each category. Please include all required documents under the category you are applying for:**

Documents/Categories	Regular/Employer EXTRA Certificate Program Canadian Forces	Master’s Program
Completed application form with payment	<input type="checkbox"/> Included	<input type="checkbox"/> Included
Curriculum vitae <u>with detailed position descriptions</u>	<input type="checkbox"/> Included	<input type="checkbox"/> Included
Copies of degrees granted	<input type="checkbox"/> Included	<input type="checkbox"/> Included
Reference letters <b>signed</b> by your current or previous supervisor in <b>employment context</b>	<input type="checkbox"/> 2 letters (one must be from a CHE), included	<input type="checkbox"/> 1 letter, included
Proof of enrolment with date of completion from the Certificate or Master’s program Director	N/A <input type="checkbox"/> included for Certificate Programs	<input type="checkbox"/> Included

**Signed letters of reference:**

**Supervisor in employment context**

Name:            Title:

Organization:

**CHE**

Name:            Title:

Organization:

**Step 6 – Submission. Please save the CHE application and all required documents in ONE document in the following order:**

**For Regular, Employers, EXTRA, Certificates and Canadian Forces categories:**

*Completed application form + photocopies of degrees + CV with detailed position description + Signed letters of reference from current or previous supervisor in employment context and certified member*

**For Master’s Program category:**

*Completed application form + proof of enrolment + photocopies of degrees + CV with detailed position description + Signed letter of reference from current or previous supervisor in employment context*

**Submit** your CHE application package to [CHE@cchl-ccls.ca](mailto:CHE@cchl-ccls.ca) with the following subject line in the email:

*“CHE Program – Application Package – Your Full Name”*

For more information, please contact [CHE@cchl-ccls.ca](mailto:CHE@cchl-ccls.ca).