

## **Nevada Hospital Association Trustee Education Certification Program**

### **How to participate**

To participate in the 2020 calendar year, complete the NHA Trustee Education Certification Program Enrollment Form and return it to [Amy E. Shogren](#) at the NHA by March 31, 2020.

The NHA will register trustees in the program and send brochures and marketing material of approved upcoming educational programs directly to enrolled participants. The NHA will also track the trustee's progress in meeting the requirements and completing the required educational components.

### **Trustee Education Certification Program Curriculum**

- New and experienced hospital trustees/board members seeking first-time certification are required to complete 10 hours of approved coursework to meet the requirements of NHA certification. Eight of these hours may be from a trustee orientation program completed in a previous year.
- Second year certified trustees are required to complete six (6) hours of continuing education. Every two years, at least four (4) of these hours must be at a face-to-face program.
- Three or more year certified trustees are also required to complete six (6) hours of continuing education but they may count qualifying committee time as part of the 6 hours. Qualifying time includes hospital committees, NHA committees or another organizations/committees where they are representing the hospital. Every two years, at least four (4) of these hours must be at a face-to-face program.
- The cost of each program varies and is the responsibility of the trustee or hospital/health system.



**Trustee Education Certification Program Curriculum – Enrollment Form**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Hospital/Organization Name: \_\_\_\_\_

Hospital Board Secretary or Point of Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Please note your certification status:

First time certification \_\_\_\_\_

Second year certification \_\_\_\_\_

Three or more years of certification \_\_\_\_\_

For trustees being certified for the first time, please complete the following information and submit the requested information.

- New and experienced hospital trustees/board members seeking first-time certification are required to complete 10 hours of approved coursework to meet the requirements of NHA certification. Eight of these hours may be from a trustee orientation program completed in a previous year.
- Have you ever attended a hospital trustee orientation program?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify the organization that sponsored/developed the program, the year the program was taken, the number of content hours and attach an outline or agenda of the program.

\_\_\_\_\_  
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Please return this form and any documentation to:  
Amy E. Shogren  
Director of Communications & Administration  
Nevada Hospital Association  
5190 Neil Road, Suite 400  
Reno, NV 89502  
[amy@nvha.net](mailto:amy@nvha.net)